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Mail Services

Objective

The objective is to provide direction for the use of mail services and the payment of postage and mail-related expenses invoiced by the Mail Services Branch, Ministry of SaskBuilds and Procurement.

Authority

The Financial Administration Act, 1993, section 28

Background

The Mail Services Branch, Ministry of SaskBuilds and Procurement provides centralized inter-office mail and messenger services. Through this central system, outgoing mail is sorted and delivered to inter-office locations throughout the province. Items for Canada Post are metered/processed in all inter-office locations and deposited into the regular Canada Post system.

For a complete description and detailed preparation instructions for mailing each product, see the Canada Post website at www.canadapost.ca/business/tools/pg/default-e.asp).

In cases where a ministry is sending mail outside of Canada, Canada Post should be contacted.

The Mail Services Branch recovers costs associated with the provision of centralized mail services, including inter-office mail services to ministries. Fees are established to recover the cost for the provision of each type of service. Inter-office mail is charged back based on the volume use of each ministry.

Definitions

Inter-office mail is a service offered by the Mail Services Branch that allows government employees to send mail between [inter-office locations](#) as a low cost alternative to couriers or Canada Post. Time sensitive shipments may be sent via Trace Mail to provide the shipper with a signed receipt from the destination.

Metered letter mail is mail on which the required postage is paid and indicated by a meter impression. There will be no postage stamps, but the mail will be marked by a postage meter.

Permit mail is a service designed to relieve the burden of metering mail and provide volume discounts on Canada Post products excluding letter mail. The Mail Services Branch maintains permit accounts at Canada Post for government use. Most permit mail requires the envelope/wrapper to be printed with the appropriate permit indicia in the upper right hand corner.

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Trace mail is a type of inter-office mail service offered by the Mail Services Branch that allows signatures to be captured on letters or parcels shipped to its final location in government.

- Provincial Comptroller Directives** .01 The Mail Services Branch invoices ministries on a monthly basis for the provision of mail services. Ministries are required to perform the procedures outlined below, prior to approval of the invoice for payment.
- Permit and Metered Mail** .02 The invoice will reflect the number of permit and metered mail items processed through the Mail Services Branch during the month. The ministry is required to review the number of mail items as well as the invoice amount for reasonability. This could include a variance analysis of current month's amounts to the average of prior months' amounts.
- .03 When an amount charged for permit and metered mail appears to be unreasonable, the ministry should contact the Mail Services Branch to request the details supporting the invoice amount. Details such as monthly charges, number of permit pieces and usage of alternate mailroom locations will be provided.
- Postage Stamps** .04 Ministries may purchase postage stamps using the [Stamp and Trace Requisition Form](#). A copy of this form should be retained to match with the Mail Services Branch invoiced amount.
- .05 Ministry employees making the occasional purchase of postage stamps for government mail may be reimbursed from ministry petty cash. Refer to [Section 3110 Petty Cash and Cash Register Floats](#). Postage stamps are not subject to PST.
- Prepaid Products** .06 Ministries may purchase Canada Post prepaid labels and envelopes from the Mail Services Branch using the [Requisition for Canada Post Prepaid Products Form](#). Ministries should match the submitted form to the invoiced amount.
- Special Messenger** .07 Special Messenger deliveries between ministry permanent heads in Regina may be requested by contacting the Mail Services Branch.
- Trace Mail** .08 Ministries may purchase trace mail using the [Stamp and Trace Requisition Form](#). A copy of this form should be retained to

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match with the Mail Services Branch invoiced amount. Unlike the Canada Post Prepaid Products, Trace Mail is invoiced on the regular monthly Mail Services Branch invoice.

Miscellaneous

- .09 All other invoiced amounts, including clearing of Canada Post Mail boxes should be verified to properly authorized supporting documentation.
- .10 The ministries should refer to the [Mail Services Client Procedures](#) or [Mail Services Guide](#) on Taskroom for sending inter-office mail or the [Canada Post Guide](#) for postal services. For further information, contact the Mail Services Branch, Ministry of SaskBuilds and Procurement.

References

- [3100 Payments from the GRF](#)
[3101 GRF Payment Responsibilities](#)
[3110 Petty Cash and Cash Register Floats](#)

Website

Canada Post Information: The Canada Post Guide and Reference Tools
www.canadapost.ca/business/tools/pg/default-e.asp

Mail Services:

<https://taskroom.sp.saskatchewan.ca/how-do-i/request-mail-services/mail-services>

[Stamp and Trace Requisition Form](#)

[Requisition for Canada Post Prepaid Products Form](#)