3-05/120.05 - Postage Stamps

Postage stamps may be issued to units for emergent or unusual use only. Units shall submit requests for stamps on a Departmental Supply Requisition (DSR) to Fiscal Administration, Document Control, with approval by the unit commander, divisional budget representative, and the Director of Fiscal Administration. Specific justification, including the reason why a postage meter cannot be used, must be included with the request.