3-05/120.30 - Refilling the Meter

The unit, and the concerned divisional budget representative, shall determine the amount of postage required to continue operations from the time the request for refilling is submitted to the time the meter is actually filled. Lead time required is usually three weeks.

The unit shall prepare and submit a Departmental Supply Requisition (76R413) requesting an amount necessary to bring the meter up to maximum. The DSR shall include:

- Amount of postage requested;
- Complete address of the post office to which the warrant will be issued; and
- Divisional budget representative’s approval.