



# Cash and Stamp Stock Count and Summary

Type of Accountability  Main or Reserve Stock  Cash Retained/Reserve  Other (Specify)  
 Stamp Credit  Unit

Name of Employee \_\_\_\_\_ Clerk ID No. \_\_\_\_\_ Unit Name \_\_\_\_\_ Unit ID No. \_\_\_\_\_ Date of Examination \_\_\_\_\_

Summary of Accountability <i>(Attach a preliminary Form 1412 if applicable)</i>			Cash and Cash Items on Hand <i>(Cash Details Optional)</i>		
1. Total Cash and Cash Items on Hand <i>(Line 33)</i>	Col. I	Col. II	Denomi- nation	Quantity	Amount
<b>Add Back Paid Out Items (Disbursements):</b>					
2. Refunds			\$100.00		
3. Other			\$50.00		
4. Other			\$20.00		
5. Other		Tot. 2 thru 5, Col. I	\$10.00		
6. Cash That Was Available Before Paid Outs		1 + 5, Col. II	\$5.00		
<b>Less Cash Represented by Accountability Items Other Than Stamp Stock (Receipts):</b>			\$2.00		
7. Money Order Vouchers			\$1.00		
8. Forms 3544			0.50		
9. COD Tags			0.25		
10. Customer Meters, Forms 3603			0.10		
11. Post Office Meters/PVI <i>(Forms 3602-PO &amp; current readings)</i>			0.05		
12. Box Rents, Forms 1538			0.01		
13. Retail Packaging Products					
14. Other					
15. Other					
16. Other		Tot. 7 thru 16, Col. I			
17. Cash Portion of Stamp Credit		6 - 16, Col. II			
<b>ADD:</b>					
18. Stamp Stock as Counted					
19. Envelope Discount, Forms 3220					
20. Stock in Transit <i>(Returned but still in accountability)</i>		Tot. 18 thru 20, Col. I			
21. <b>Total Cash and Stamp Stock</b>		Total 17 + 20, Col. II			
22. Opening Balance Stamps, AIC 840, or Cash Retained, AIC 353					
23. Difference		21 - 22, Col. II			
24. Amount of Tolerance for this Credit					
25. Action Taken When Out of Tolerance					
	<input type="checkbox"/> Trust	<input type="checkbox"/> Suspense	<input type="checkbox"/> Form 571		
			<b>26. Total Cash</b>		
			27. Personal and Business Checks, Total		
			28. Government Checks, Total		
			29. Paid Money Orders, Total		
			30. Traveler's Checks, Total		
			31. Credit/Debit/PPC Card Receipts, Total		
			32. Other <i>(Describe)</i>		
			<b>33. Total Cash and Cash Items on Hand</b> <i>(Total items 26 thru 32)</i>		

1¢	2¢	3¢	4¢	5¢	10¢
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\$	\$	\$	\$	\$	\$
20¢	22¢	23¢	30¢	32¢	33¢
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\$	\$	\$	\$	\$	\$
40¢	46¢	50¢	55¢	60¢	75¢
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\$	\$	\$	\$	\$	\$
77¢	78¢	\$1.00	\$2.00	\$3.20	\$5.00
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\$	\$	\$	\$	\$	\$
First Class Rate	FC Rate 2nd oz.	FC Rate 2 oz.			
_____ ¢	_____ ¢	_____ ¢	\$ _____ P.S.A.	\$ _____ P.S.A.	\$ _____ P.S.A.
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\$	\$	\$	\$	\$	\$
	Express Mail Rate	Priority Rate			
	\$ _____	\$ _____	\$ _____ Books	\$ _____ Books	\$ _____ Books
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\$	\$	\$	\$	\$	\$
	FC Rate Coils	FC Rate Coils			
	\$ _____	\$ _____	\$ _____ Coils	\$ _____ Coils	\$ _____ Coils
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\$	\$	\$	\$	\$	\$

**Stamped Envelopes, Cards, and Other Stamped Paper**

FC Envelopes _____ ¢	# 6 ¾ Window \$ _____ Box	# 10 Window \$ _____ Box	# 6 ¾ Prec. Reg. \$ _____ Box	# 10 Prec. Reg. \$ _____ Box	# 6 ¾ Prec. Window \$ _____ Box
	\$	\$	\$	\$	\$
	# 10 Prec. Window \$ _____ Box				
\$	\$	\$	\$	\$	\$
FC Rate Cards _____ ¢	Cards-Reply _____ ¢	Int'l Cards _____ ¢	Int'l Cards _____ ¢		
\$	\$	\$	\$	\$	\$
Aerogrammes _____ ¢	Reply Coupons _____ ¢	\$ _____ Bird			
\$	\$	\$	\$	\$	\$
			Use This Space for Computations		
\$	\$	\$			
\$	\$	\$			
Redeemed Stock					
\$	\$				

**Inventory of Employees' Credit Containers (Annual)**

Equipment	Cash Drawer	Stamp Cabinet	Safe Compartment	Envelope Drawer	
Equipment Number					
Number of Keys					

**Summary of Main/Reserve Stock Accountability**

Stamp Stock on Hand per Count	\$	<input type="checkbox"/> Inventory Items Are Correct or Have Been Corrected
Stamp Stock per Form 3958		
Difference <input type="checkbox"/> Over <input type="checkbox"/> Short		
Action Taken <input type="checkbox"/> Trust <input type="checkbox"/> Suspense <input type="checkbox"/> Form 571		

**Verification of Accountable Forms**

Form No.	Last Issued per Form 1412	Next Form on Hand
1538		
3210		
3544		
3582-C		
3602-PO		
3603		

**Verification of Money Orders**

Domestic	Are they issued in sequence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Bait	Are they in good condition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
International	Are they issued in sequence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Verification of Forms 3977 (Semi-Annual)**

Are signatures current?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are envelopes sealed and postmarked?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Verification of Other Items (List)**

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Notes, etc.:

I have examined this stamp credit:	I agree to the count:
_____	_____
(Signature of Supervisor)	(Signature of Employee)
_____	_____
(Date)	(Date)