



# Cash and Stamp Stock Count and Summary

Type of Accountability  Main Stock  Unit Cash Reserve  Stamp Credit  Other (Specify)  
 Unit Reserve Stock  SIA Stamp/Cash Credit  SIA Floor Stock

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

Summary of Accountability <i>(Attach a preliminary Form 1412 or start of day report)</i>			Cash and Cash Items on Hand <i>(Cash Details Optional)</i>		
1. Total Cash and Cash Items on Hand <i>(Line 29)</i>	Col. I	Col. II	Denomi- nation	Quantity	Amount
<b>Add Back Paid Out Items (Disbursements):</b>			\$100.00		
2. Refunds			\$50.00		
3. Other		Tot. 2 thru 4, Col. I	\$20.00		
4. Other			\$10.00		
5. Cash That Was Available Before Paid Outs	1 + 4, Col. II		\$5.00		
<b>Less Cash Represented by Accountability Items Other Than Stamp Stock (Receipts):</b>			\$2.00		
6. Money Order Vouchers <i>(Values + fees)</i>			\$1.00		
7. Forms 3544			(Coin) \$1.00		
8. COD Tags			0.50		
9. Customer Meters, Forms 3603			0.25		
10. Post Office Meters/PVI			0.10		
11. Box Rents, Forms 1538			0.05		
12. Retail & Packaging Products		Tot. 5 thru 11, Col. I	0.01		
13. Total Lines 5 thru 11					
<b>14. Cash Portion of Stamp Credit</b>	5 - 13, Col. II				
15. Stamp Stock as Counted					
16. Envelope Discount, Forms 3220					
17. Stock in Transit		Tot. 15 thru 17, Col. I			
<b>18. Stamp Portion of Credit</b>					
<b>19. Total Cash and Stamp Stock as Counted</b>	14 + 18, Col. II				
20. Stamp/Cash Credit, AIC 853/753 <i>(After close of business)</i>					
<b>21. Difference</b> <input type="checkbox"/> Over <input type="checkbox"/> Short					
<b>FOR POS ONE SIA UNITS ONLY</b>					
<b>Cash Portion of Credit</b>					
Total Cash as Counted					
Cash Retained, AIC 753 <i>(After close of business)</i>					
Difference <input type="checkbox"/> AIC 068 Cash Over <input type="checkbox"/> AIC 764 Cash Short					
<b>Stamp Portion of Credit</b>					
Stamp Stock as Counted					
Stamp Credit, AIC 853 <i>(After close of business)</i>					
Difference <input type="checkbox"/> AIC 057 Employee Over <input type="checkbox"/> AIC 767 Employee Short					
<b>Net Difference of Cash &amp; Stamp Credit</b>					

Action Taken
<input type="checkbox"/> Within Tolerance
<input type="checkbox"/> AIC 057 Employee Over
<input type="checkbox"/> AIC 767 Employee Short
<input type="checkbox"/> Form 571, <i>Discrepancy of \$100 or More in Financial Responsibility</i>
<input type="checkbox"/> Form 3368, <i>Stamp Credit Examination Record</i>

\$0.01		\$0.02		\$0.03		\$0.04		\$0.05		\$0.10	
Item #		Item #		Item #		Item #		Item #		Item #	
Total		Total		Total		Total		Total		Total	
\$		\$		\$		\$		\$		\$	
\$0.20		\$0.22		\$0.30		\$0.33		\$0.35		\$0.40	
Item #		Item #		Item #		Item #		Item #		Item #	
Total		Total		Total		Total		Total		Total	
\$		\$		\$		\$		\$		\$	
\$0.46		\$0.50		\$0.55		\$0.60		\$0.75		\$0.77	
Item #		Item #		Item #		Item #		Item #		Item #	
Total		Total		Total		Total		Total		Total	
\$		\$		\$		\$		\$		\$	
\$0.78		\$		\$1.00		\$2.00		\$3.00		\$5.00	
Item #		Item #		Item #		Item #		Item #		Item #	
Total		Total		Total		Total		Total		Total	
\$		\$		\$		\$		\$		\$	
\$		\$		\$		\$		\$		\$	
Item #		Item #		Item #		Item #		Item #		Item #	
Total		Total		Total		Total		Total		Total	
\$		\$		\$		\$		\$		\$	
First Class Rate		\$ Exp Mail		\$ Prio Rate		\$ Booklet		\$ Booklet		\$ Booklet	
\$		Item #		Item #		Item #		Item #		Item #	
Item #											
Total		Total		Total		Total		Total		Total	
\$		\$		\$		\$		\$		\$	
\$		\$ Booklet		\$ Booklet		\$ Sheet		\$ Sheet		\$ Sheet	
Item #		Item #		Item #		Item #		Item #		Item #	
Total		Total		Total		Total		Total		Total	
\$		\$		\$		\$		\$		\$	
\$		\$ Coils		\$ Coils		\$ Coils		\$ Coils		<b>Subtotal for Page 2</b>	
Item #		Item #		Item #		Item #		Item #			
Total		Total		Total		Total		Total		Total	
\$		\$		\$		\$		\$		\$	



**Summary of Retail Floor Stock Count for SIA Units**

Floor Stock Inventory	\$	Sales Since Last Count (AIC 852 minus AICs 094 and 096)	\$
Floor Stock on Hand (Counted)		Multiply by .005 for 1/2%	X .005
Result of Count: <input type="checkbox"/> Over <input type="checkbox"/> Short		Your Threshold Amount	

Does Result of Count Exceed Your Threshold Amount?  No  Yes

**Recorded To:**

- AIC 239 Floor Stock Overage  AIC 639 Floor Stock Shortage  
 Form 571, *Discrepancy of \$100 or More in Financial Responsibility* (Supporting documentation required for AIC 639, see Handbook F-1, Section 487.)  
 Form 3368, *Stamp Credit Examination Record*

**NOTE:** If the result of floor stock count exceeds your threshold amount, the required count is next A/P.

**Summary of Main/Reserve Stock Count**

Stamp Stock per Form 3958		<input type="checkbox"/> Inventory Items Are Correct or Have Been Corrected
Stamp Stock on Hand per Count		
Difference <input type="checkbox"/> Over <input type="checkbox"/> Short		

**Recorded To:**

- AIC 057 Employee Overage  AIC 767 Employee Shortage  
 Form 571, *Discrepancy of \$100 or More in Financial Responsibility*  Form 3368, *Stamp Credit Examination Record*

**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
Last Issued	Serial Number of Last Domestic MO Issued:
On Hand	List Block Numbers on Hand:

Notes, etc.:

I have examined this stamp credit:

I agree to the count:

\_\_\_\_\_  
(Printed Name of Supervisor)

\_\_\_\_\_  
(Printed Name of Employee)

\_\_\_\_\_  
(Signature of Supervisor)

\_\_\_\_\_  
(Postmark)

\_\_\_\_\_  
(Signature of Employee)

\_\_\_\_\_  
(Postmark)