

REPORT OF AUDIT OF POSTAL ACCOUNTS

Activity Identification:	Reason For Audit: <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Change of PFO, COPE, or Postal Clerk <input type="checkbox"/> Special	Date of Audit: (Yr, Mo, Day)
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TYPED/PRINTED NAME OF ACCOUNT HOLDER (Last, First, MI):	PAY GRADE:	Dollar Value of Account:
TYPED/PRINTED NAME OF AUDITOR (Last, First, MI):		

RECAPITULATION OF STAMP ACCOUNT (From reverse side)	
Stamp Stock on Hand by Actual Count - Part I	\$
Cash on Hand by Actual Count - Part II	\$
Total Intransit Requisitions - Part III	\$
Fixed Credit(s) Advanced on PS Form 3367	\$
Other Credits (Explain in remarks)	\$
Total Amount Accounted For At Time Of Audit	\$
Overages or Shortages in Excess of Tolerance Limits Will Be Handled in Accordance With Chapter 6, Volume II.	<input type="checkbox"/> Overage <input type="checkbox"/> Shortage \$

MONEY ORDER ACCOUNT	
<input type="checkbox"/> Money Order Account was Audited as prescribed by DOD 4525.6-M, Chapter 11, Table 11-3.	
Serial Numbers of Money Orders currently in Individuals Account	
FROM:	THRU:

POSTAGE METER ACCOUNT	
<input type="checkbox"/> Daily submission of PS Form 3602-P for each meter, to include cash to check transfers and submissions and registered cash remittances, have been checked and verified since the last audit conducted on _____ Date: (Yr, Mo, Day)	

REMARKS:	
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Signature of Individual Being Audited:	Signature of Auditor:
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FIXED/FLEXIBLE CREDIT INVENTORY SHEET

PART I: STAMPS/PAPER STOCK			PART II: CASH FUNDS			
QUANTITY	DENOMINATION	VALUE	QUANTITY	DENOMINATION	VALUE	
		\$		20.00	\$	
				10.00		
				5.00		
				2.00		
				1.00		
				.50		
				.25		
				.10		
				.05		
				.01		
				CHECKS		
				MONEY ORDERS		
			TOTAL FUNDS			
			PART III: REQUISITIONS IN TRANSIT			
			RQN NO.	DATE DISP.	CHECK NO.	VALUE
						\$
			TOTAL			
			REMARKS			
	DISPENSERS					
	COILS					
	BOOKS					
	BOOKS					
	BOOKS					
	AEROGRAMMES					
	POSTAL CARDS					
	ENVELOPES					
	ENVELOPES					
TOTAL STAMPS/PAPER STOCK						