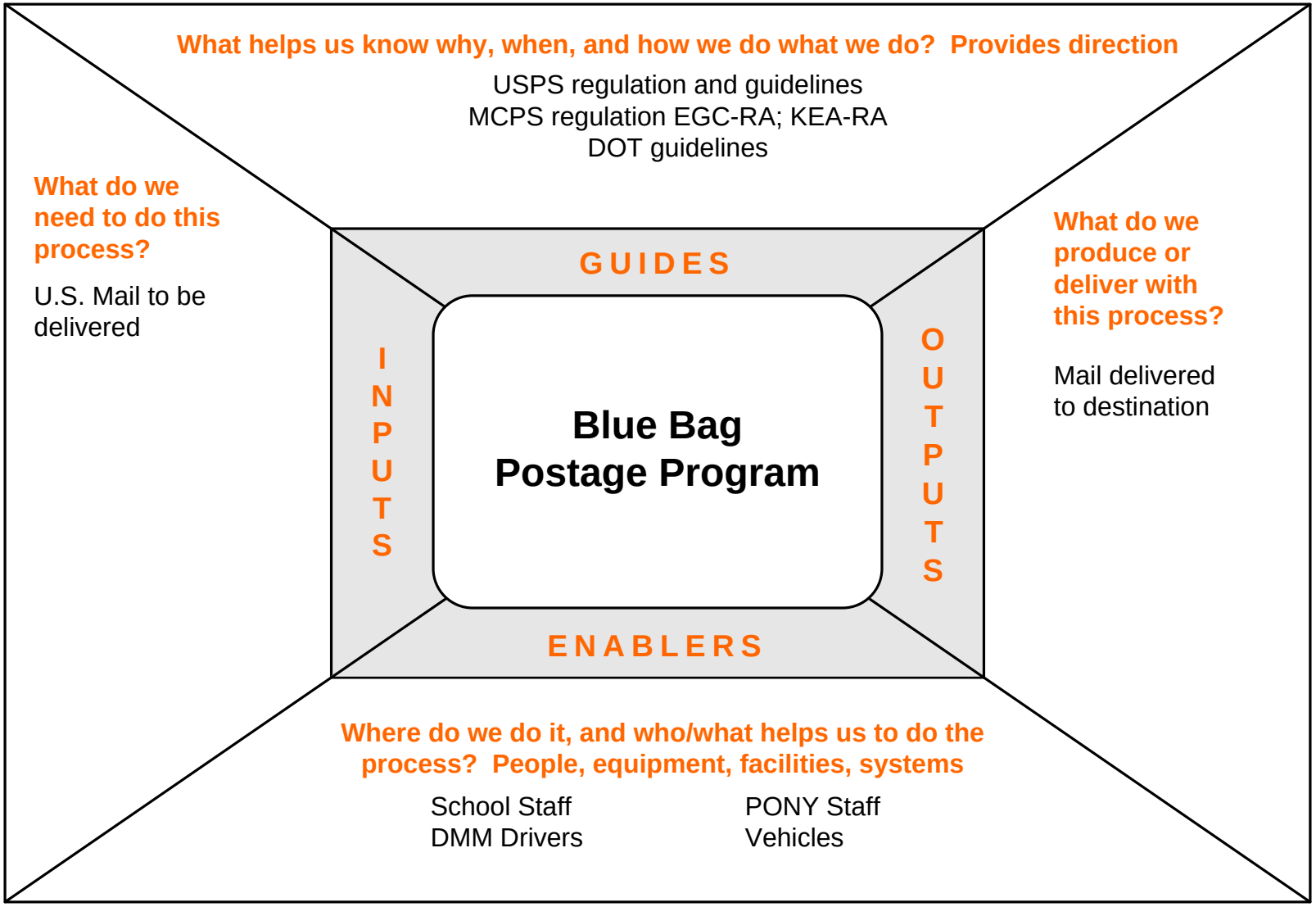
Process Begins *when*

??

Process complete *when*

??

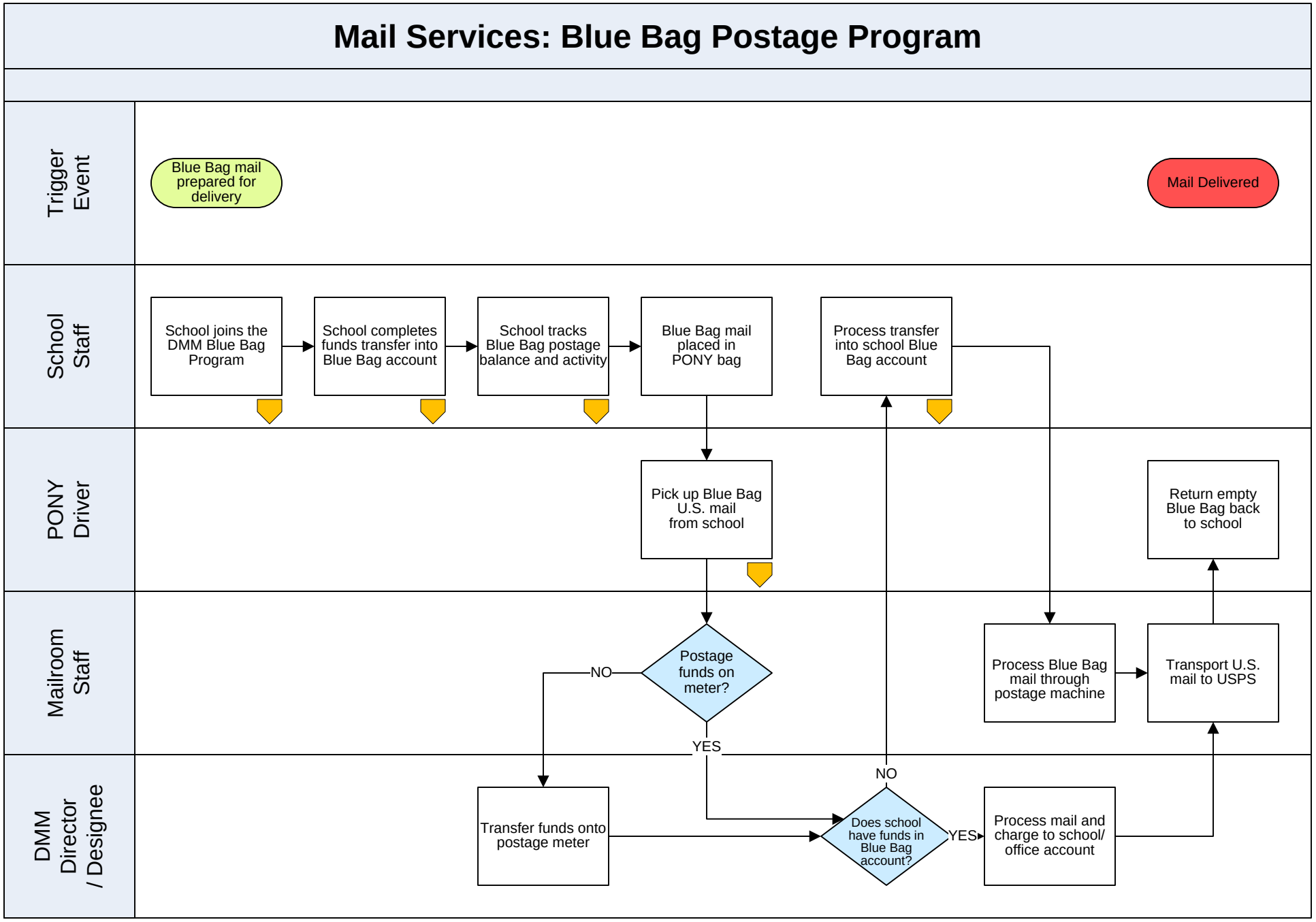


Performance Measures

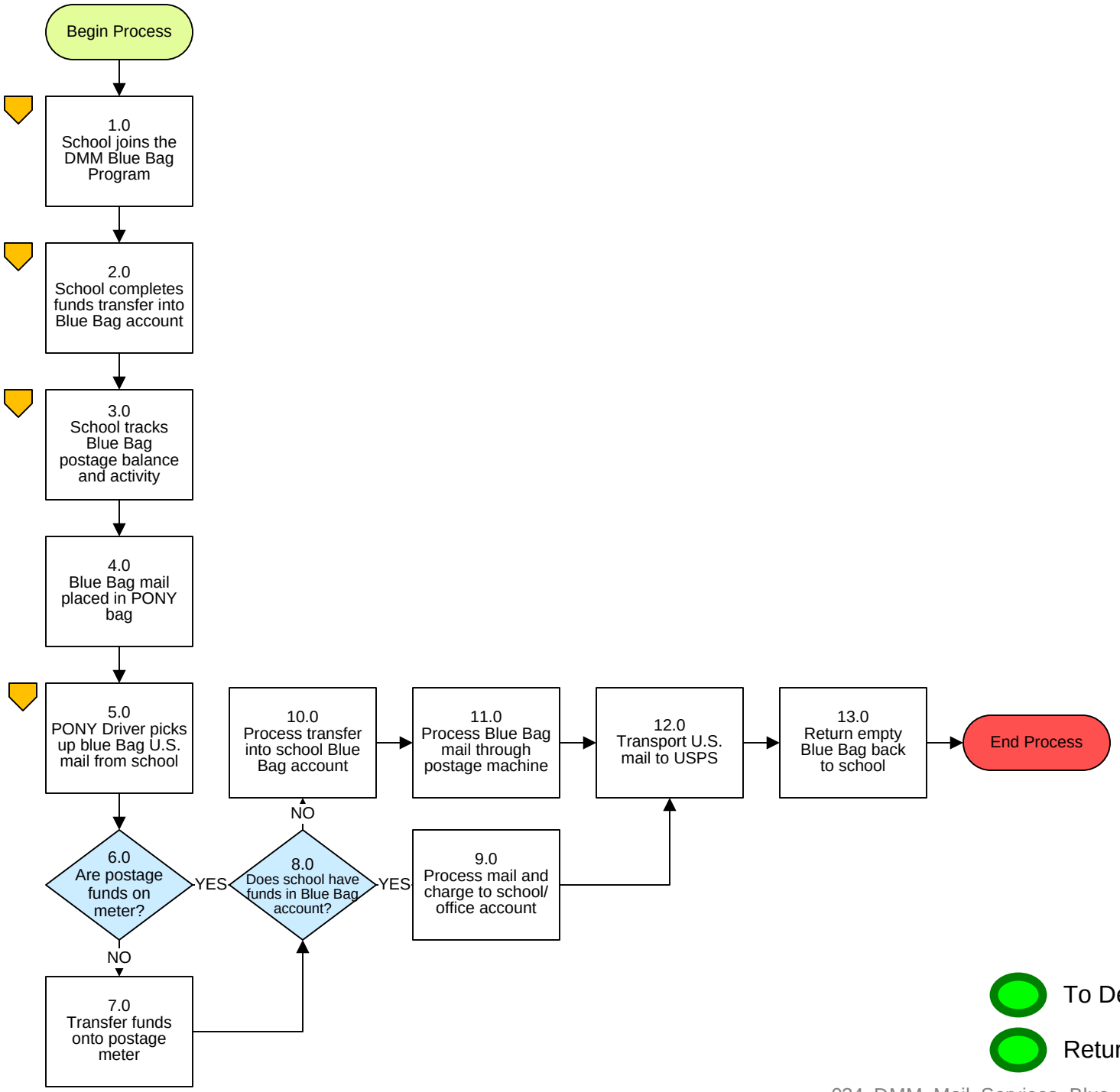
M – 1 Qty U.S.; PONY; Copy Plus mail
M – 2 Time to Process
M – 3 Customer satisfaction
M – 4 Cost per piece

To Key Process

Mail Services: Blue Bag Postage Program



Mail Services – Blue Bag Program



To Details

Return to Key Process

Mail Services – Blue Bag Program

3. PROCESS AREA/BUSINESS AREA DESCRIPTION

Step 1.0: School joins the DMM Blue Bag Program

Step 2.0: School completes funds transfer into Blue Bag account

Step 3.0: School tracks Blue Bag postage balance and activity

Step 4.0: Blue Bag mail placed in PONY bag

School should always have Blue Bag for U.S. mail. School with Blue Bag, PONY: on route, Mailroom: School Bag.

Step 5.0: PONY Driver picks up Blue Bag U.S. mail from school

PONY drive delivers Blue Bag to supervisor for processing on return to mailroom.

Step 6.0: Are postage funds on meter?

If no, proceed to step 4.0. If yes, skip to step 5.0.

Step 7.0: Transfer funds onto postage meter

Mail Services Operations Supervisor monitors the postage meter balance and completes "transfer of funds" requests. The DMM Director then signs the transfer and the Division of Controller processes the actual transfer. Once the Operations Supervisor verifies that the funds are available on the postage meter, proceed to step 5.0.

Step 8.0: Does school have funds in Blue Bag account?

If no, proceed to step 6.0. If yes, skip to step 7.0.

Step 9.0: Process mail and charge to school/office account

Refer to Program Reconciliation Process. DMM Director or designee reconciles the Blue Bag program and verifies that all deposits have been entered into the school account. Run an "All School Blue Bag Account Balance" to get FMS account balance. FMS account #01.35102.000.10.503068 (make sure to sort by all school numbers 000-999).

Step 10.0: Process transfer into school Blue Bag account

Refer to Blue Bag Postage Journal Entry Process.

Step 11.0: Process Blue Bag mail through postage machine

Step 12.0: Transport U.S. mail to USPS

Step 13.0: Return empty blue Bag back to school

Return to Sub Process

Return to Key Process