

REPORT OF AUDIT OF POSTAL ACCOUNTS

1. ACTIVITY IDENTIFICATION:	2. 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	3. DATE OF AUDIT: (YYYYMMDD)
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4. TYPED / PRINTED NAME OF ACCOUNT HOLDER (<i>Last, First, MI</i>):	5. PAY GRADE:	8. DOLLAR VALUE OF ACCOUNT
6. TYPED / PRINTED NAME OF AUDITOR (<i>Last, First, MI</i>):	7. PAY GRADE:	

RECAPITULATION OF STAMP ACCOUNT (From reverse side)

9. Stamp Stock on Hand by Actual Count - Part I		
10. Cash on Hand by Actual Count - Part II		
11. Total Intransit Requisitions - Part III		
12. Fixed Credit(s) Advanced on PS Form 336		
13. Other Credits (Explain in remarks)		
14. Total Amount Accounted For At Time Of Audit		
15. 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

16. Money Order Account was Audited as prescribed by DOD 4525.6-M, Chapter 11, Table 11-3.

17. Serial Numbers of Money Orders currently in Individuals Account

FROM:

THRU:

POSTAGE METER ACCOUNT

18. 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 _____

19. DATE (YYYYMMDD)

20. REMARKS:	
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21. SIGNATURE OF INDIVIDUAL BEING AUDITED:	22. SIGNATURE OF AUDITOR:
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