	BILLING OF POSTAGE TO COMPONENT INSTITUTIONS	**702**
Office of Employee Benefits **Administrative Manual**	**EFFECTIVE DATE: SEPTEMBER 1, 2002**	
	REVISION DATE:	
	PURPOSE: To explain the process of billing for OEB's postage costs to mail Coverage Option Letters and Coverage Confirmation Letters relating to Annual Enrollment	
	SCOPE: Component institutions of The University of Texas (U.T.) System and the Office of Employee Benefits (OEB) at U.T. System Administration	

1.0 BACKGROUND

Prior to the beginning of the Annual Enrollment period each year, OEB prepares both Coverage Option Letters and Annual Enrollment Confirmation Letters, which are either mailed directly to the subscribers or delivered in bulk to each U.T. component institution's Human Resources Office for distribution to the individual subscribers.

2.0 Process for Delivery

2.1   At the conclusion of issuing the Coverage Option Letters, the "component postage billing program" will produce a report, which quantifies the number of letters prepared for each institution through June 30th. This report should be available on or before July 1st for use in preparing the postage billing to institutions.

2.2   The Accounting Assistant in OEB's Finance Department will prepare individualized billing statements for each institution. The Postage Billing Statements should be delivered to the U.T. institution's Chief Business Officers by July 15th.

2.3   At the conclusion of issuing the Annual Enrollment Confirmation Letters, the "component postage billing program" will produce a report, which quantifies the number of letters, prepared for each institution through August 31st (or the conclusion of Annual Enrollment).

2.4   The OEB Accounting Assistant will prepare the final postage billing statement for each institution. This final billing should be delivered to the Chief Business Officers by September 15th.

3.0 Process for Monitoring Outstanding Postage Due to U.T. System Administration

3.1 The OEB Accounting Assistant will prepare and maintain a "Postage Billing Analysis" which details the amounts billed, the amounts paid by each institution, and an outstanding balance due.

3.2 This analysis will support monthly accruals of the "postage due" until such time as all amounts have been paid.

4.0 Collection Strategy

4.1 The amounts billed to the institutions for postage should be paid in full to U.T. System Administration no later than November 30th.

4.2 Any unpaid amounts as of November 30th will require a collection strategy, which could include a second request to each institution's Chief Business Officer.