# Procedures Fact Sheet: Single Drop Mass Mail Obligation

1. Member office submits a sample of the mailing to the Franking Commission with a completed copy of:
   a. Franking Request Form;
   b. Franking Certification Form; and
   c. **Single Drop Mass Mail Obligation Requisition Form (Obligation Form).** ***Please note: the Obligation Form must be signed by the Member***

2. The Obligation Form will state a reasonable estimate of the printing, production, and franking costs of the mailing.

3. Printing and production costs should be obtained from the vendors involved.

4. If a vendor is arranging for the bulk distribution of the mailing through the U.S. Postal Service, the franking costs should be obtained from the vendor. ***Note: When your vendor makes the arrangements for the delivery of the mailing via the U.S. Postal Service, always request that the vendor provide your office a copy of any of the applicable U.S. Postal Service statement forms (Statement forms 3600, 3602, and 3605) for your records.***

5. Franking costs may also be obtained from House Postal Operations:
   WEB (http://onlinecao.house.gov/postalops) or at Extension 5-3856.

6. Upon receipt of the Obligation Form, the Franking Commission will forward the information to Postal Operations.

7. House Postal Operations will review the form to insure that all the required information has been included; if the form is incomplete, House Postal Operations will contact the Member's office to provide assistance in completing the form; at this point, House Postal Operations, through Federal Financial System (FFS), will obligate the MRA funds required to support the printing, production, and/or franking of the mailing.

8. The Member's Monthly Financial Statement will reflect these obligations until the obligations have been paid.

9. Invoices received by the Member's office for the printing and production costs of the mailing should be forwarded to House Postal Operations to be processed for automatic payment from the Member's MRA. The invoice should be accompanied by the required supporting documentation:
   a. a copy of the mailing;
   b. a copy of the applicable Advisory Opinion issued by the Franking Commission; and
   c. a copy of the applicable U.S. Postal Service Statement Forms (3600, 3602, and 3605).

   ***Please note: Do not send a voucher.***

10. The U.S. Postal Service will forward all statements for postal services provided in support of the distribution of the mailing (Statement forms 3600, 3602, and 3605) to House Postal Operations to be processed for automatic payment from the Member's MRA.

11. Once the expenses have been paid, the Member's Monthly Financial Statement will reflect the payment of the obligations.