

Finance

New Frequency and Threshold for Retail Floor Stock Count at SIA Offices

Effective July 1, 2007, the *Postmaster/Field Guide* is revised with a new policy for the frequency and threshold for retail floor stock count at Segmented Inventory Accountability (SIA) Post Offices™ and postal retail units. At SIA offices with Point-of-Service (POS) ONE equipment, the Retail Floor Stock count must be conducted by the postmaster, manager or supervisor and a witness no less than once during each fiscal year quarter.

Postmaster/Field Guide

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Procedures

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Employee Overages and Shortages—Count Results

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[Revise the Accountability Count Chart (page 102) to read as follows:]

Accountability Count Chart

Accountability Credit	Tolerance	Frequency	Overages	Shortages
Unit Reserve Stock				
Bargaining Employee	F-1, 429.16	4-Months*	AIC 057	AIC 767
Non-Bargaining Employee	F-1, 429.16	12-Months*	AIC 057	AIC 767
PMR	F-1, 429.16	12-Months*	AIC 057	AIC 767
Unit Cash Reserve				
Bargaining Employee	\$0.00	1-Month*	AIC 068	AIC 764
Non-Bargaining Employee	\$0.00	1-Month*	AIC 068	AIC 764
PMR	\$0.00	1-Month*	AIC 068	AIC 764
SIA Cash Credit				
Bargaining Employee	\$5.00	1-Month*	AIC 068	AIC 764
Non-Bargaining Employee	\$5.00	1-Month*	AIC 068	AIC 764
Cash & Stamp Stock Credit				
Bargaining Employee	F-1, 429.16	4-Months*	AIC 057	AIC 767
Non-Bargaining Employee	F-1, 429.16	12-Months*	AIC 057	AIC 767
PMR	F-1, 429.16	12-Months*	AIC 057	AIC 767
SIA Retail Floor Stock				
Difference is = or < .1% of sales	\$0.00	Once a FY Quarter	AIC 239	AIC 639
Difference > .1% of sales	\$0.00	Once a FY Quarter, must also count Unit Reserve	AIC 239	AIC 639
SSPC/Vending Credits				
Bargaining Employee	\$0.00	4-Months*	AIC 175	AIC 612
Non-Bargaining Employee	\$0.00	4-Months*	AIC 175	AIC 612
PMR	\$0.00	4-Months*	AIC 175	AIC 612

*. Counts must be conducted randomly within the minimum established frequency.

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[Insert new procedure (alphabetically):]

SIA Retail Floor Stock Count Frequency and Threshold

The postmaster/manager or supervisor has the responsibility for the required count of the retail floor stock and the

maintenance of established inventory levels. There is no tolerance applied for retail floor stock counts.

Note: The retail floor stock count must be performed using the POS ONE “Count Inventory and Cash” workflow, which ensures that the count values and final results are posted in the system.