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AM-503-1-1

*m Municipal Post Office – Procedure for Obtaining  
Postage Stamps and Other Postal Supplies*

Responsibilities

Agency Head/ Designee

Director of Communication Services/  
Designee

Action

1. Determine need for use of postage stamps of varying denominations and related postal supplies
2. Send email to MPO@baltimorecity.gov with number of stamps requested, budget account number to be charged, contact name and telephone number.
3. Review the requisition and approve or disapprove.
  - a. If approved, process in CityDynamics.
  - b. If disapproved, notify the requesting agency.