



**FINANCE AND ADMINISTRATION CABINET  
OFFICE OF ADMINISTRATIVE SERVICES  
DIVISION OF POSTAL SERVICES**

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**Ralph Eversole**  
DIVISION DIRECTOR

**MEMORANDUM**

**TO:** Agency Budget Contacts  
**FROM:** Ralph Eversole, Division Director  
Division of Postal Services  
**DATE:** September 6, 2023  
**SUBJECT:** Postal Services Rates

*Mike Fitzgerald*  
*ML Fitzgerald*  
*Assistant Director*

The Division of Postal Services (DPS) provides postal services for state agencies, including actual postage, meter usage, parcel handling and delivery/pickup from Agency mailstops.

The Finance and Administration Cabinet updated the Postal billing process in the 2022-2024 Biennial Budget, which set the Postal rates for the biennium. The current biennium and new biennium rates are detailed in the table below. The rate adjustments reflected below are necessary to ensure that all Postal related expenses are covered.

<b>Postal Service Rate</b>	<b>2022-2024 Biennium (Fiscal Year 2024)</b>	<b>2024-2026 Biennium (Fiscal Year 2025 &amp; 2026)</b>
Actual Postage	Actual USPS postage costs billed monthly	Actual USPS postage costs billed monthly
Meter Usage	n/a	\$0.40 for each parcel per month
Parcel Handling	\$0.10 for each parcel per month	\$0.12 for each parcel per month
Mailstop Services	\$2,500 per mailstop annually	\$2,700 per mailstop annually

For additional billing information, please contact Ryan Todd at (502) 564-1460 or [ryan.todd@ky.gov](mailto:ryan.todd@ky.gov).

