

# State Accountable Mail

## S.A.M.

State of North Carolina  
Department of Administration  
Mail Service Center

# Overview

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- Who Can Use S.A.M.
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# Purpose of State Accountable Mail

- Using S.A.M. will save NC State Government approximately \$53,000 annually.
- S.A.M. will be used for mail that requires tracking, a signature and/or proof of mailing.

# Purpose of S.A.M.

- S.A.M. provides the sending agency proof of mailing by having the tear off of the actual S.A.M. card you are sending.
- S.A.M. can only be mailed from one MSC number to another MSC number.

# Fees for Using S.A.M.

- The fee for using S.A.M. is a flat \$3.00 plus postage.
- There are NO weight or size restrictions.
- This represents savings of \$1.90 per piece compared to the USPS fees for certified mail of \$5.32 for a regular 1 once piece of mail piece.

# Procedures for Using S.A.M.

- Each Agency will be sent a supply of S.A.M. Cards.
- Complete all sections
  - From: Sending Agency
  - To: Receiving Agency
- Retain the bottom portion of the card for your records. Carrier will sign the side with a barcode.

# Procedures for Using S.A.M.

- Gives sender a reference of whom the mail was sent and the date sent.
- Retain the bottom portion for your records. This section has your tracking number/barcode on the back.
- Use this number when contacting our Accountable Mail Section to track your mail.

# Procedures for Using S.A.M.

- Complete the back of the S.A.M. card with your Name, Agency and MSC number.
- This card will be mailed back, with the signature of person accepting mail piece, to you upon delivery of your mail.

# Procedures for Using S.A.M.

- Separate S.A.M. mail from regular 1<sup>st</sup> Class Mail, Certified Mail, Interoffice Mail, and Courier Mail.
- Complete a separate Mailing Form for all S.A.M. mail.

# MSC Mailing Form

- MSC Form 200-1
- Revised 08/08/08
- Mail Service Center Mailing Form



S.A.M.

Courier

USPS

Inter-Office

UPS



Place Bar Code Label Here

- Pieces of Mail: \_\_\_\_\_  
Date: \_\_\_\_\_

- Agency: \_\_\_\_\_  
MSC# \_\_\_\_\_

- Person Sending: \_\_\_\_\_ Phone: \_\_\_\_\_  
EXT: \_\_\_\_\_

- **DO NOT APPLY BAR CODE LABELS TO INDIVIDUAL PIECES OF MAIL USE THIS MAILING FORM**

# S.A.M. Form

## ■ Front of S.A.M. Card

<b>SENDER: COMPLETE THIS SECTION</b>	<b>COMPLETE THIS SECTION ON DELIVERY</b>
<b>ARTICLE ADDRESSED TO:</b>	<b>Signature:</b>
	<b>Received by (Print Name)</b>
	<b>Date of Delivery:</b>
<b>Tracking Number:</b> _____	

# S.A.M. Form Continued

- Back of S.A.M. Card

<b>NC Mail Service Center 5901 Mail Service Center Raleigh, NC 27699-5901</b>	<b>Fees Paid Interoffice Certified Only</b>
<b>Sender: Please print your name, agency, and MSC address in this box</b>	

# Question & Answer

Visit our website at [www.doa.nc.gov/msc](http://www.doa.nc.gov/msc) for online instructions for using S.A.M., mailing forms, ordering barcode labels and general information about the Mail Service Center.

- This service is not currently available to Courier Customers.