

When paying an invoice from a single drop mass mail obligation form:

- Do not voucher the invoice
- Forward all information to House Finance Office (located in B-241 Longworth HOB)
- Packet must include:
 - Original invoice
 - Copy of advisory opinion issued by Franking Commission
 - One original copy of mailing (i.e. newsletters, meeting notices, letters, etc.)
 - Copy of USPS 3600/3602 form or Pitney Bowes Mail Statement form

The House Finance Office will reconcile the expenses incurred with your mass mail obligation pool on record and process payment of the expense from your Member's Representational Allowance (MRA).