**FY16 Steps to Health Copies and Postage Procedure**

1. The template can be accessed at [www.ncstepstohealth.org](http://www.ncstepstohealth.org) . On the left menu scroll to “Agent Resources” and click on “Administrative Forms”. You will see the “Copy and Postage” file that you can download and save to your computer.
2. To complete the Copies and Postage file follow these steps:
3. Using your mouse or tab key on your keyboard, click in the cell to the right of the “Submitted by” field, type in your name
4. Using your mouse or tab key on your keyboard, click in the cell to the right of the “Reimburse to/Payee” type in the name and address of the County that will be reimbursed for the expense
5. Type in the date you are filling out the form
6. Complete the Copy Log and/or Postage Log section
	1. Type in the date the copies were made or the date the items were mailed in the correct section.
	2. Fill in the name of the County in which the program was conducted
	3. Click in the cell to the right of the Program field to activate the drop down box, select the name of the Program that was conducted
	4. Record the program session number(s) the expense is related to
	5. Record the quantity of copies or amount of postage
	6. Complete the Total cost of the Copy log and /or Postage log
7. Each page should be formatted to print landscape on one page.
	1. To set the page orientation: “File – page setup – page and select landscape” to set the orientation.
	2. Save the document
	3. SEE EXAMPLE
8. E-mail/Send the travel log in once you have accumulated $5.00 in Copy Expenses or $5.00 in Postage Expenses
	1. If you e-mail the document include the Agent Name and County in the e-mail subject line.

Example: PAGE ORIENTATION