



Galveston County Request for Early Release of Check

Why do you need
the early release?

Need to pay P.O. Box 1418 renewal fee

Early Release Date
Needed

Check Amount \$ 226.00

Vendor Name

United States Postal Service

Requested by
(Employee)

Mariela Martinez
(print name)

(Ext.)

Mariela Martinez

(signed)

Approved by
(Department
Head)

Sergio Cruz
(print name)

(Ext.)

Sergio Cruz

(signed)

Department Name County Auditor

Disposition

[] Mail [x] Pickup

Approved by
County Auditor

Sergio Cruz
(signed)

06/24/2025

(date)

Approved by
County Judge

Mark Henry
(signed)

06/24/2025

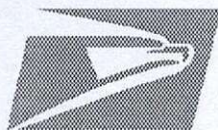
(date)

** It is mandatory that you **HAND DELIVER** the request to the County Auditor for approval, then **HAND DELIVER** the request to the County Judge for approval to process the request. The form must have all original signatures; all blanks must be completed before request will be processed. You will also need backup documentation when making the request. (i.e., purchase order or affidavit, invoice copy, receipts, etc.) Please return the signed request to the Auditor's Office after approval by the County Judge. The release of funds will be from the County Clerk's Office - Treasury Division.

Check No: 481299

Check Date: 06/24/2025

Release Date: 06/24/2025



P.O. Box Service Fee Notice GALVESTON

601 TREMONT ST, GALVESTON, TX 77550

WEBBATS BAT710B1

(409) 763-2007

GALVESTON COUNTY AUDITOR
PO BOX 1418
GALVESTON, TX 77553

Date of Notice: 06/02/2025
Box# 1418
6 Months: \$113.00
12 Months: \$226.00
Due Date: 06/30/2025

Dear GALVESTON COUNTY AUDITOR:

This is a friendly reminder that your Post Office Box or Caller Service renewal fee is due. If you have already paid this fee, please disregard this notice and thank you for your continued business with the United States Postal Service. If you have not yet submitted your payment, please do so now.

At your location, at least one of the following Additional Services is available: *Street Addressing* (allows online ordering and delivery by private carrier) and *Signature on File* (easy pickup for some signature required items).

There is **no** extra charge for these Additional Services. Visit your Post Office to sign up for these services today! These services however, do not apply to Caller Service and Group E Box customers.

For your convenience, you can sign up at www.usps.com/poboxes and renew or manage your PO Box online. Use your credit card to make a one-time payment or sign up for automatic payments so you never miss a due date. You can also renew your PO Box at any of more than 2,900 self-service kiosks located at select Post Offices nationwide. Go to www.usps.com/locator/welcome.htm to look for a kiosk location near you.

As always, payments can be made at the Post Office or mailed to the attention of the Postmaster at the address indicated above. Please make checks or money orders payable to the US Postal Service and include your PO Box number and ZIP Code. If paying by mail, a receipt will be delivered to your PO Box.

Note: Caller Service may only be paid in Enterprise PO Box Online (EPOBOL). (Enroll at <https://postalpro.usps.com/EPS> under the "Quick Links" section). Please be sure to include this notice with your remittance. Caller Service receipts will be provided through the EPOBOL Application.

If your payment is not received by the due date, access to your PO Box will be blocked and caller services will be limited. If we have not received your payment by the 10th day after the due date, your PO Box service will be terminated, incoming mail will be returned to the sender, and, in addition to any unpaid monthly PO Box fees, you will be charged a handling fee to reopen your box. To avoid this inconvenience, we encourage you to renew on time.

As a reminder, your account information must be current. If your physical address or other pertinent information has changed since you applied for your PO Box, please ask a Sales and Service Associate at your Post Office to update the filed copy of your PS Form 1093-C, *Application for Post Office Box Service*.

To update your information for Caller Service, you can ask a Sales and Service Associate to update the PS Form 1093-C, *Application for Caller Service*.

You are a valued customer and we appreciate your business. Thank you!

POSTMASTER, GALVESTON