UNITED STATES POSTAL SERVICE™

Main Stock (or Unit Reserve Stock) Transaction Record

Date of Transaction

Instructions: Complete an original and one copy. Forward original to individual posting Forms 1551-A, *Accountbook for CAGs A-J*, or 1552-A, *Accountbook for CAGs K & L*; or unit Forms 1412-A, *Daily Financial Form*, or 1412-B, *Daily Financial Report*. Retain copy.

	Bird	Postage	Food Coupon	
1. Opening Balance *(Previous Form 3958 closing balance.)*				
2. Stock Received From Suppliers				
3.				
4.				
5. Stock Received From Stations/Clerks				
6. To Be Accounted For *(Lines 1 through 5)*				
7. Stock Destroyed -- Form 3238 *(Main Stock Only)*				
8. Stock Shipped to Other Offices *(Main Stock Only)*				
9. Return to Main Stock *(Reserve Stock Only)*				
10. Station/Clerk Requisitions Filled				
11. Claim for Stock Loss *(Main Stock Only)*				
12.				
13.				
14. Total Reductions to Accountability *(Lines 7 through 13)*				
15. CLOSING BALANCE *(Lines 6 minus Line 14)*				

Date Submitted