

REQUEST FOR POSTAGE STAMPS

Total Dollar Amount

Department Budget Code

Vender Number

Department Name

Stamp Denomination

Authorized Budget Signatur / Print

Number of Stanps

Date

Instructions:

A department needing stamps must request a check from Accounts Payable, payable to the US Postal Service. The check will be returned to you so you may either **1)** Purchase the stamps from the Post Office or **2)** Request the Mail Center to purchase them for you. (Send a copy of this form and the check to the Mail Center.) Postage stamps can be purchased only for special events purposes or where metered postage is not acceptable, and for official University business only.