# DEPARTMENTAL POSTAGE REQUEST

*Bring completed form to cashier's window, Bursar's Office*

### FOR BURSAR USE ONLY

- **Bursar No.**: 
- **Received By**: 
- **Cashier**: 
- **Date**: 
- **Print or Type**
  - **Name**: 
  - **Phone No.**: 
  - **Requested By**: 

### DESCRIPTION

<table>
<thead>
<tr>
<th>QTY.</th>
<th>UNIT</th>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>EXTENSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>(roll)</td>
<td></td>
<td>1st Class Stamps (100)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ea)</td>
<td></td>
<td>1st Class Stamps</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ea)</td>
<td></td>
<td>1st Class / Book (20)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ea)</td>
<td></td>
<td>Post Cards</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ea)</td>
<td></td>
<td>Overnight Envelopes - 12½ × 9½</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ea)</td>
<td></td>
<td>Overnight Envelopes - 16 × 12</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**USE THIS SPACE TO LIST OTHER POSTAGE REQUESTS**

**TOTAL**

**PURPOSE OF PURCHASE:**

_________________________________________________________________________

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_________________________________________________________________________

_________________________________________________________________________

**Rev. 6/95**

- White - Bursar's Office
- Yellow - Mail Service
- Pink - Department
- Gold - Department Suspense

F-395-040-072