



Contract Postal Station MAILING REQUISITION FORM

All attached mail will be sent per request on requisition form

Department _____

Date _____

By _____ FUND # _____

This is not a standard charged Account #

Type Of Mail:

Select one

QTY. _____

Envelopes

Flats

Packages

Post Cards

Postage To Be Applied

Select one

1st. Class

Priority

Library Rate

Media / Book Rate

Post Card Rate

Express

Courier

Foreign

Foreign Surface

For bulk mail use Bulk mail form (Can be found at our web site or call Postal Carriers at 4-5247).

Additional Options

Insured Value \$ _____

Certified

Return Receipt

Registered Value \$ _____

Restricted Delivery

Delivery Confirmation