

- ▶ Use ball point pen.
- ▶ Send white copy to Central Mail, Transportation Bldg., Room G60.
- ▶ Leave pink copy in book.
- ▶ For stamp purchase & permit mail only.

Date	Department
Division	Dept. Postage #

Class	Number of Pieces	\$ AMOUNT	STAMPS ONLY			
			QUANTITY		\$ AMOUNT	
1st Class						
1st Class Presort						
Presorted Std.						
Media Mail						
Other						
<b>TOTAL</b>			<b>TOTAL</b>			
			We no longer carry postcards			

Dept/Div postage number, authorized signature and phone number must be completed or mail will be returned.

AUTHORIZED SIGNATURE
PHONE NUMBER

**10551**