



# Postage Request

Funding Acct:  
\_\_\_\_.E.\_\_\_\_.6399.\_\_\_\_.\_\_\_\_.0.\_\_\_\_.\_\_\_\_

Type of Item: \_\_\_\_\_

Requestor: \_\_\_\_\_

Contact #: \_\_\_\_\_

$\frac{\text{Count}}{\text{Rate}} = \text{Total}$   
(our postage machine will count and apply a discounted rate)

Date Processed: \_\_\_\_\_



Processed by \_\_\_\_\_



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