Service Unit 22

Southern Illinois University Carbondale

# Postage Service Request

Southern Illinois University Carbondale

Date Submitted_____

FY

Account Title _____

AIS Acct.# ☐☐☐☐☐☐ + ☐☐☐☐ ☐☐☐☐☐ ☐☐☐☐

Budget Purpose | Dept. Act. 1 | Dept. Act. 2 | Object

Name _____

Phone_____ Fax _____

DPN _____ Mailcode_____

## ◯ Bulk Permit Mailing

| COMPLETE THIS SECTION FOR BULK MAILING | | POSTAGE SERVICE OFFICE USE ONLY | | | | | |
|---|---|---|---|---|---|---|---|
| QUANTITY | TYPE | TT | SUB | B/C | I/E | UNITS | COSTS |
| | * Presorted – 1st Class | 080 | | | | | $ |
| | * Standard Nonprofit | 083 | 3030 | | | | $ |
| | * Standard Mail (A) | 083 | 3030 | | | | $ |

## ◯ Postage Supplies

| COMPLETE THIS SECTION TO ORDER SUPPLIES | | POSTAGE SERVICE OFFICE USE ONLY | | | | | |
|---|---|---|---|---|---|---|---|
| QTY. | TYPE OF SUPPLY | TT | SUB | B/C | I/E | UNITS | COSTS |
| | _____¢ stamps | 081 | 1010 | | | | $ |
| | _____¢ stamps | 081 | 1010 | | | | $ |
| | _____¢ stamps | 081 | 1010 | | | | $ |
| | _____¢ stamps | 081 | 1010 | | | | $ |
| | _____¢ stamps | 081 | 1010 | | | | $ |
| | _____¢ stamps | 081 | 1010 | | | | $ |
| | _____¢ stamps | 081 | 1010 | | | | $ |
| | _____¢ stamps | 081 | 1010 | | | | $ |
| | _____¢ stamps | 081 | 1010 | | | | $ |
| | Single Postcards | 081 | 1020 | | | | $ |
| | Business Reply Envelopes | 081 | 1030 | | | | $ |
| | Business Reply Postcards | 081 | 1031 | | | | $ |
| | Business Reply Labels | 081 | 1032 | | | | $ |
| | Zip Code Directories | 081 | 1080 | | | | $ |
| | Mailing Labels | 081 | 1050 | | | | $ |
| | | | | | | Total | $ |

Express Mail Tracking Number

## ◯ Express Mail

Number _____

Cost Per Piece _____

Total Cost $ _____

Fiscal Officer Signature _____ Date_____

Postage Service Approval _____ Completion Date_____

Postage Service Reference Number _____