

MAIL SERVICES

DAILY Mail Requisition

Date

Department

17-Digit Account #

Authorized Signature

Check one box only.

- 1st Class
- Priority
- Express Mail
- Foreign
- Media
- Parcel Post

Check for additional services.

- Insured
Amount: _____
- Certified
- Return Receipt
- Signature Confirmation

Space below for PO use only.

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