



**Auxiliary Enterprises  
Mail Services**

## STAMP FORM

PO # \_\_\_\_\_

Office Use Only \_\_\_\_\_

Date \_\_\_\_\_

The authorized signature below certifies that the requested postage stamps are to be used for official University of Texas business only.

\_\_\_\_\_  
**AUTHORIZED BY** *(Please Sign and Print Signature)*

\_\_\_\_\_  
**PHONE NUMBER**

**Return Stamps to:** Room \_\_\_\_\_ Building \_\_\_\_\_

### Request for Stamps – NOT FOR RESALE

Denomination	Unit of Issue	Amount Ordered	Amount Issued	Unit Price	COST
Forever	Roll (100)			\$78.00	
Forever	Booklet (20)			\$15.60	

**TOTAL** \_\_\_\_\_

\_\_\_\_\_  
**RECEIPT ACKNOWLEDGED BY** *(Please Sign, Print Signature and Date)*

\_\_\_\_\_  
**DATE**

***You will need to save a copy of the completed form then click the submit button.***