



**Auxiliary Enterprises  
Mail Services**

**STAMP FORM**

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

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

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)			\$58.00	
.02	Sheet			.40¢	
Forever	Booklet (20)			\$11.60	

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

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

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

**\*NOTE:** This page is to be printed, completed and mailed to Mail Services at OCB 1.960 for processing.