Penn State University Mailing Services

LIVE POSTAGE REQUEST

The Pennsylvania State University Mailing Services is hereby requested to provide United States Postal Service stamps as stated below:

Qty	Denomination	Total Value
This total is to be charged to		

Budget Number: _____

Fund number: _____

Project # _____

State in detail the reason for this request on the reverse side of this card.

To be picked up at 101 Hostetter Business Services Building by (Print or type name):

on (date):

Authorization Signatures

Person requesting: Date:

Budget Administrator: Date:

Financial Officer: Date:

ACKNOWLEDGMENT OF RECEIPT OF POSTAGE

I have received the indicated postage

Signature (not initials) Date: