SIUE MAILING SERVICES
Departmental Stamp Requisition

STAMPS ARE ISSUED FOR SIUE BUSINESS ONLY.

Department: ____________________________        Receipt No. ______
Box No.: ________________________________        (Post Office Use Only)
Phone No.: ______________________________

Account Title: ____________________________
Account No.: ____________________________

<table>
<thead>
<tr>
<th>Stamp</th>
<th>Quantity</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>63-cent stamps</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(63-cent stamps sold in sheets of 25 only)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

\[ \text{Quantity} \times .63 = $ \]

TOTAL $ _______________________

Fiscal Officer Signature: ____________________________
Stamps received by: ____________________________

- - FOR POST OFFICE USE ONLY - -

Stamps issued by: ____________________________
Stamps verified by: ____________________________
As of: 10/20/2023