

**Mailroom Supplies Request**

**August 29, 2019**

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| **REQUESTOR NAME** | Please Enter Your Name |
| **DATE** | Click or tap to enter a date. |
| **DEPARTMENT/BUILDING/ROOM****#** |  Please Enter Dept./ Bldg/Room # |
| **Paper Delivery** | Choose an item. | # of boxes \_\_\_\_  |
| **Toner Delivery** | Choose an item. |
| **Postage Voucher** |  Express .[ ]   | Priority.[ ]  | First Class[ ]  |  Parcel Post [ ]  |  Certified Mail[ ]  | Registered Mail[ ]  | Delivery Confirm[ ]  |
|  | Signature Confirmation.[ ]  | Quantity \_\_\_\_  | Unit Cost $ \_\_\_\_\_\_\_\_\_\_\_  | Extended Cost $ \_\_\_\_\_\_\_\_\_\_  |
| **Pick up Request** |   |
| **Special Instructions** |  |