

STAMP/POSTAGE ORDER FORM

Date _____

1. ___ Book(s) \$.44 Stamps ___ Book(s) \$.28 Postcard Stamps ___ _____ Denomination Stamps
(20 stamps per book) (10 stamps per book)
2. Person Responsible for stamps: Signature: _____
Print Name: _____

Stamp use should be limited to emergencies only and limited to what can be used in a month's time. Each department is responsible for maintaining documentation of their stamp usage for auditing purposes.

3. Mail Code: _____ 4. Department Name: _____

5. Dept/Delivery Location: _____ 6. Phone No: _____ 7. Fax No. _____

8. Agency/Org to be billed: (please print clearly) _____

9. Authorized Signer for Department:

Signature _____ Print Name _____

10. Justification for stamp/postage purchase request (additional page may be added, if needed):

11. Name of Outside Vendor: _____

12. Address of Vendor _____

13. Phone Number _____

14. Class of Mailing to be Used _____

*Use of outside vendor requires sample of mailing

Mail Services:

Approved: _____ Denied: _____ Date _____

PROCEDURES

Stamp Purchases

Stamp Orders

1. All stamp orders are placed through Mail Services.
2. Stamp/Postage Order Forms may be obtained by sending an email to mailasu@asu.edu or from www.asu.edu/mail .
3. Department fills out the Stamp/Postage Order Form (Sections 1-10) for stamps identifying quantity and denomination (\$.41; \$.26; other denomination) along with requested department identification information and justification for stamp request.
4. Department sends Stamp/Postage Order Form to Mail Services, Attention: Stamp Sales. May be sent via campus mail or faxed to Mail Services at 965-9667.
5. Mail Services approves or denies order. If denied, the department is notified within 12 business hours from receipt of order.
6. Approved orders are filled and delivered to the department by Mail Services within 24 business hours of receipt of order.
7. Mail Services enters transaction into Advantage to charge department's agency/org.

Larger Quantity Stamp Order for a Single Mailing

1. All large single mailing stamp order requires the entire mailing to be processed in Mail Services.
2. Department fills out the Mail Processing Request Form (available at www.asu.edu/mail or requesting a form by sending an email to mailasu@asu.edu) to include stamp quantity, denomination of stamps and justification for stamp usage.
3. The department sends the MPRF along with a sample of the mailing to Mail Services for stamp purchase approval.
4. Mail Services approves or denies stamp purchase and notifies department within 12 business hours if stamp purchase is denied.
5. If the stamp purchase is approved, department provides the mailing materials to Mail Services.
6. Mail Services processes the mailing and applies the postage stamps for proper auditing of postage expenditures.
7. Mail Services enters transaction into Advantage to charge department's agency/org.

Stamp/Postage Purchases from USPS or Outside Vendors

1. Department fills out the Stamp/Postage Order Form (Sections 3 - 14) providing justification for the order when requesting to purchase stamps/postage from the USPS or an outside vendor. Stamp/Postage Order Forms may be obtained by sending an email to mailasu@asu.edu or from www.asu.edu/mail. Department includes a sample of the mail piece.
2. Department sends form to Mail Services for approval or denial prior to purchase.
3. Mail Services will provide written approval or denial of the request within 12 business hours of receipt of the request.
4. Departments must receive a copy of the Stamp/Postage Order Form with Mail Services' signed approval prior to expending funds for stamps or postage.