PROCEDURES

Stamp Purchases

Single Book Order
1. All stamp orders are processed 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 one book of 20 stamps identifying denomination (letter/postcard stamp) 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
1. All stamp orders are processed through Mail Services.
2. Department fills out the Mail Processing Request Form (available at www.asu.edu/mail or by sending an email request to mailasu@asu.edu) to include stamp quantity, denomination of stamps and justification for stamp usage.
3. The department sends the MPRF with 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, departments provide 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.
**STAMP/ POSTAGE ORDER FORM**

1. (check one box)
   - 1 Book (20) First Class Letter Stamps
   - 1 Book (20) First Class Postcard Stamps

2. Person Responsible for stamps: Signature: ___________________________________________
   Print Name: ___________________________________________

3. Mail Code:  
4. Department Name:  

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

8. Agency/ Org to be billed: 

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 ______

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