

RU Post Office Mail Transaction Card

Do not use this form for interdepartmental or student box number mail.

Department _____ Date _____

Fund _____ Organization _____ Account 712140 Program _____

Authorized By _____ Campus Phone _____

- First Class Postage Library Rate
 - Parcel Post Book Rate (media)
 - Priority Express
 - Air Mail (int'l) Other: _____
- Insurance; amount: _____

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