

Postage Charge Memorandum

Class of Mail:

- 1st Class
- Library Class
- Book Rate
- Foreign

Mail Type:

- Letters
- Brochures
- Booklets

Department Name:

Date:

MoCode:

Individual Responsible for this Mailing:

To be completed by Mail Services: _____

Total Postage Charged: _____

Please attach Postage Charge Memorandum to outgoing UMKC mail going through Mail Services. Thank you.