Postage Charge Memorandum

Class of Mail
☐ 1st Class
☐ Library Class
☐ Book Rate
☐ Foreign

Mail Type
☐ Letters
☐ Brochures
☐ Booklets

Fund Charged

Staff Council

MoCode
K0010

Date

Individual Responsible for this Mailing

To be completed by the Mail Service

Number of Pieces

Total Postage Charge

Return form to: Krista Young, 108 GSB

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