



# UCSD IPPS Campus Mail

## USPS Stamp Order

**Choose one of the following:**

Messenger Service - Index for delivery charge: \_\_\_\_\_

Pick up at Mail Services - Located at Campus Services Complex Bldg A

Complete, save as pdf, and attach to the case on ASK: <https://ask.ucsd.edu/> (SSO required)

Category: Ship, Receive, Mail, and Recycle

Sub-Category: Stamp Sales and Postage

Name: \_\_\_\_\_ Current Date: \_\_\_\_\_  
 Department: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Mail Code: \_\_\_\_\_ Index Number: \_\_\_\_\_  
 Physical Location: \_\_\_\_\_

Denomination and Quantity			
Type	Quantity		\$ Amount
.55 stamps (Forever)	_____	x	0.55
Book of 20	_____	x	11.00
Roll of 100	_____	x	55.00
.35 stamps (for postcards)	_____	x	0.35
Book of 20	_____	x	7.00
.01 stamps	_____	x	0.01
.02 stamps	_____	x	0.02
.03 stamps	_____	x	0.03
.04 stamps	_____	x	0.04
.05 stamps	_____	x	0.05
.10 stamps	_____	x	0.10
.15 stamps (for add'l oz.)	_____	x	0.15
.70 stamps (for 2 oz. letter)	_____	x	0.70
.95 stamps (for 3 oz. letter)	_____	x	0.95
1.00 stamps	_____	x	1.00
1.15 international stamps	_____	x	1.15

Special Requests: \_\_\_\_\_

**\*\*Signature is required at the time of delivery\*\***

**\*\*Total amount on this form will *not* reflect amount on the billing statement at the end of the month\*\***