



STAMP REQUISITION FORM

Customer Information

Date: _____

Name: _____ Phone Number: _____

Department: _____ Floor/Room # _____

Address: _____

E-Mail Address: _____

Chartfield Number: _ _ _ _ _ - _ _ _ - _ _ _ _ _ - _ _ _ _ _ - _ _ _ _ _
 Account Fund Organization Program Project

Stamp Order * (Maximum 400 stamps per denomination) *

Stamp Description	Increment	Unit Price	Increment Sold	Total Price	Amount Needed	Total Cost
First Class	(rolls of 100, max of 400)	\$0.55	100	\$55.00		
US Postcard	(rolls of 100, max of 400)	\$0.35	100	\$35.00		
Global Forever	(sheets of 10, max of 400)	\$1.15	10	\$11.50		
2 cent stamps	(sheets of 20, max of 400)	\$0.02	20	\$0.40		
Total						

* A check made payable to **Postmaster – New York** must accompany any Stamp Requisition Form when ordering more than the 400 stamp maximum quantity limit

Please complete form, save and then e-mail to stamporder@nyu.edu

Mail Services Use Only

Order Filled By: _____ Date: _____

Delivered By: _____ Date: _____