Postage Expense Form

*Make certain all items below are complete, before submitting your postage.

1. Provide cor	itact information			
Department	·			
Name:				
Date:				
2. Do you have more than 50 pieces?		Yes □	No	
	e more than so preses .	. 65		
3. Will this postage cost more than \$100?		Ves □	No	
o. will this po	stage cost more than \$100:	163	140	
4. Provide the chartstring to use for this expense:				
4. I TOVIGE THE	chartstring to use for this exp	CH3C.		