Carnegie Mellon	-	sition Type:	Supp	Supplies		Stamps [		Postage		
POST OFFICE	Does this re	equisition contain any i	tems which requi				YES	] NO		
DATE:			_	Rece	eipt requested	[?	YES	NO		
CHARGE GL:	8 8 6 0 OBJECT CODE	5 FUNDING SOURCE	E FU	NCTION	ACTIVITY	ORGANIZA	TION	ENTITY		
CHARGE GM:	PROJECT	TASK	AWARD							
DEPARTMENT:										
BUSINESS MANAGER:						PHONE NUMBER	R:			
SENDER:						PHONE NUMBER	R:			
ITEMS REQUESTED:	ED: QUANTITY DESCRIPTION							AMOU	NT	
DEFAULT SHIPPING METHOD PREFERRED:  Check only one box.  First Class (Up to 13 ounces) (Up to 13 ounces)  Retail Ground (Inexpensive/slow) Priority Express (Front Counter Only) (Please refer to USPS DMM 170 4.0 Content Standards for Media Mail for restrictions)  *Please note that tracking is only available through the Front Counter shipping of the Post Office.										
AUTHORIZED BY:  PRINTED NAME PRINTED NAME SIGNATURE PHONE NUMB										
		FILL OUT ALL INFORMA			SE PRINT LEGI	IBLY.)				
PROCESSED BY:	Employee Initials	Supplies Amount	Stamps Amount	Postag	e Amount	Number of Pie		Total Amoun	t Charged	