Carnegie Mellon POST OFFICE Date:	Requis Does this req	ition Type: uisition contain any items which	h require international shipping?	Stamps P YES P equested? YES	Postage □ № □ №
CHARGE GL:	8 8 6 0 OBJECT CODE	5 FUNDING SOURCE	FUNCTION ACTIV	ITY ORGANIZATION	ENTITY
CHARGE GM:	PROJECT	TASK	AWARD		
DEPARTMENT:					
BUSINESS MANAGER:	PHONE NUMBER:				
SENDER:				PHONE NUMBER:	
ITEMS REQUESTED:	QUANTITY DESCRIPTION				AMOUNT
DEFAULT SHIPPING METHOD PREFERRED: First Class Ground Advantage Priority Express Media Mail Check only one box. (letters only) (letters only) (Inexpensive/slow) Priority Express Media Mail					
		*Please note	that tracking is only available through the Fro	nt Counter shipping of the Post Office.	
AUTHORIZED BY:				PHONE NUMBE	R:
PRINTED NAME SIGNATURE					
PLEASE FILL OUT ALL INFORMATION ABOVE THIS LINE. (PLEASE PRINT LEGIBLY.)					
PROCESSED BY:	Employee Initials	Supplies Amount	Stamps Amount Postage Amou	unt Number of Pieces (For meter machine only)	Total Amount Charged