

**VIRGINIA TECH  
U.S. MAIL TRANSACTION CARD**

Complete a separate card for each type of mail sent.

Organization Number

Index/Fund

Organization Name

Date

Initials

Telephone

First Class Postage  Express  Book Rate (Media)

Library Rate  Priority  Insurance; Amount \_\_\_\_\_

Parcel Post  Air Mail (International)

Other \_\_\_\_\_

**Postage Meter**

From \_\_\_\_\_

To \_\_\_\_\_

Note: Registered Mail must be directed through the U.S. Post Office.

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