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		Postage Meter	
Parcel Post	Air Mail (International)			From	
Other					
lote: Registered Mail must	be directed through the U.S	S. Post Office.			
	U.	VIRGINIA 1 S. MAIL TRANSA		RD	
Complete a separ	rate card for each ty	pe of mail sent.		Organization Number	Index/Fund
Organization Name		Date	Initials	 Telephone	
First Class Postage	Express	Book Rate (Media)			
Library Rate	Priority	Insurance; Amount _		Postage Mete	r
Parcel Post	Air Mail (International)		From	
Other					
Note: Reaistered Mail mus	t be directed through the U.S	S. Post Office.			
Complete a separ	U. ate card for each ty	VIRGINIA T S. MAIL TRANSA pe of mail sent.		RD 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)		From	
Other				To	
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