

# TEXAS STATE

PRINT & MAIL SERVICES

## Requisition form for Departmental Charges

This form requests Postal stamps, supplies or services from Print & Mail Services at Texas State University-San Marcos. Postal stamps, supplies and services purchased at Mail Services have a service fee in addition to the face value. The purchase will be charged to the account listed below.

Date of Purchase: \_\_\_\_\_

Telephone: \_\_\_\_\_

Name of Department: \_\_\_\_\_

Account Number: \_\_\_\_\_

Purpose or Reason: \_\_\_\_\_

Description:

Cost:

Stamps: \_\_\_\_\_

Supplies: \_\_\_\_\_

Services: \_\_\_\_\_

Total Charges: \_\_\_\_\_

AUTHORIZED SIGNATURES:

\_\_\_\_\_  
Account Manager

\_\_\_\_\_  
Print & Mail Services Personnel

FOR MAIL SERVICES USE ONLY:

ID receipt number: \_\_\_\_\_

Date: \_\_\_\_\_

Person making purchase: \_\_\_\_\_

Print & Mail Services employee: \_\_\_\_\_