San Antonio Independent School District



## **Postage Form**

U.S. Mail will only be processed if this form is filled out completely and turned in at time of delivery.

Date: Time	e:	Date:	Time:
Campus/Organization:		Campus/Organization:	
Budget Code:		Budget Code:	
Requested by (print):		Requested by (print):	
Authorized by:		Authorized by:	
Select one:		Select one:	
First Class/Presort Certified/F	Return Receipt 🗌	First Class/Presort	Certified/Return Receipt
Contents in Mail:		Contents in Mail:	
Amount of:		Amount of:	
Letters: Flats:	Postcards:	Letters: Flats	: Postcards: .
Packages: Boxes:		C C	lailroom use only
	Total: \$		Total: \$

San Antonio Independent School District



Mailroom Phone: 554.8362

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