

Federal Agency Stamp Requisition

Instructions

1. This form is ONLY to be used by Federal Agencies that have an Official Mail account. Type or print clearly. Please obtain approval for the order from your Agency Mail Manager.
2. Minimum dollar value per order is \$40.00. Orders received for less than \$40.00 will have additional coils of stamps added to the order to satisfy the minimum order. **Stamps are available only in multiples Panes of 20, Books of 20 or Coils of 100. For all additional denominated stamps, please inquire by sending email to KansasCitySDC@usps.gov.**
3. Enter your name, address, telephone number with area code, and name of your federal government department or agency in the "Ordered By" block.
4. Enter in numeric only, the Date of Order, the Agency Code, and the Agency Cost Code in the blocks provided. (Agency Code and Agency Cost Code are special codes you receive from your headquarters mail manager.) The Agency Code must be entered. The Agency Cost Code (provided by your agency) is preferred.
5. Enter the name and complete address of the individual to whom the stamps will be sent in the Shipping Label block.
6. TO ORDER: Multiply the number of stamps, coils, or boxes by the denomination or unit price. Enter the totals in each category of purchase (stamps, coils or boxes). Add each category then enter the total dollar and cents amount for the order in the Requisition Total column.
7. Keep a copy for your records.
8. This form can be sent via fax to 816-455-6970, email: KansasCitySDC@usps.gov or send via mail to:

Kansas City SDC
United States Postal Service
8300 NE Underground Dr. Pillar 225
Kansas City, MO 64161-9995

Ordered By

Name and Title

Street Address

City, State, ZIP+4®

Telephone Number (Include area code)

E-mail Address

Signature

Department/Agency

Date of Order

Agency Code

Agency Cost Code

____ / ____ / ____ Month Day Year	 Agency Code	 Agency Cost Code
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Item Number	Description/ Denomination	Quantity of Panels or Books	X	Price	=	Amount
104100	1¢ Pane of 20		X	20¢	=	
107200	2¢ Pane of 20		X	40¢	=	
103300	3¢ Pane of 20		X	60¢	=	
100400	4¢ Pane of 20		X	80¢	=	
101600	20¢ Pane of 20		X	\$4.00	=	
116200	33¢ Pane of 20		X	\$6.60	=	
109600	\$1.00 Pane of 20		X	\$20.00	=	
109500	\$5.00 Pane of 20		X	\$100.00	=	
	46¢ Book of 20 (Forever)		X	\$9.20	=	
					=	
					=	
					=	
Total Stamp Denomination Purchase						

Item Number	Description/ Denomination	Quantity of Coils	X	Price	=	Amount
771800	20¢ Coil of 100 for 2nd ounce		X	\$20.00	=	
789500	33¢ Coil of 100 for Postcards		X	\$33.00	=	
788700	46¢ Coil of 100 FCM (Forever)		X	\$46.00	=	
Total Stamp Unit Purchase						

Item Number	Description	Quantity of Boxes	X	Price	=	Amount
231700	#10, Regular Envelope, Box of 500		X	\$290.00	=	
Total Stamped Boxed Envelope Purchase						

Requisition Total \$	
Print Clearly -- This Is Your Shipping Label	
Name & Title	
Office/Unit	
Street Address	
City	
State	Zip+4