



Postage Stamp Request Form

Signature - Dean/Director Authorization _____

Date _____

Is authorized to receive:

Department

Campus Address

Phone

Account Number

IRB Number

Quantity of Stamps (Books = 10/ Rolls = 100)

OR

Cash Value

Stamps Received By: _____

Signature

Date _____

Charge will be billed to postage standing or single IRB.

For Additional Information Contact WSU Business Services 577-4328 or 577-6822

ACCOUNTING ASSISTANT _____

This form must be authorized and presented to the University Post Office located on the first floor of the Student Center Building.

(Initial)