DATE: _____

TO: Lezlie Boyd
ACCOUNTING
Fax - 262-1170

FROM: _____
NAME

_____
SCHOOL

PLEASE RESERVE _____ ROLL(S) OF STAMPS, FOR A TOTAL OF $ _____ -

TO BE CHARGED TO ACCOUNT _____ .

_____ WILL PICK THEM UP ON _____ .
NAME OF INDIVIDUAL DATE

_____
RECEIVED BY

_____
DATE