

**VIRGINIA TECH MAIL SERVICES
U.S. POSTAL SERVICE TRANSACTION CARD**

Please complete a separate card for each type of mail sent.

Organization Number

Index/Fund

Organization Name

Date

Initials

Telephone

- First Class Postage Express Media Mail
 Library Rate Priority
 Parcel Post Air Mail (International)

Other _____

Note: Registered Mail must be directed through the U.S. Post Office.

Postage Meter

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