QUARTERLY POSTAGE MAIL REPORT
RECORD OF ACCOUNTABLE STAMPED MAIL REPORT

DATE PREPARED

PREPARED BY (Internal Regional Mail Manager)

MAILING ADDRESS OF PREPARER

REPORTING QUARTER

REGION

PENALTY STAMPS

COST CODE	SERVICES/STAFF OFFICES OFFICE SYMBOL	STAMP PURCHASED ($)	TOTAL PIECES STAMPED USED	CONTACT NAME MAILING ADDRESS TELEPHONE NUMBER
	TOTAL ▷			