

1. Postage can be obtained from the Ulrich Center Post Office in Upper Grace Hall between the hours of 8:15 AM to 4:30 PM, Monday through Friday. There is a \$400.00 limit.
2. Complete the Postage section of postage/petty cash form. Check postage block, complete the denominations, and list the Banner index and account code (72310). Obtain the signature of the financial manager or authorized signer.
3. Take the completed form to the Ulrich Center Post Office. The recipient must sign the form in the presence of the postal clerk and present a University ID.