

Postage Authorization Form

From: _____
(Department Name)

Account #: _____

Phone #: _____

Date: _____

Each piece of mail must be identified and separated by its classification type, either Domestic or International and must have a Postage Authorization Form attached. Each type of mail will be sent as First Class Mail unless marked otherwise on the Postal Authorization Form.

PIECES	CLASSIFICATION (Prices Last Updated 01-June-2018)	UCF Postal Services Use Only	
		Actual Pieces	Postage Total
DOMESTIC MAIL TYPE:			
	First-Class: Letters - \$0.47 and up by weight		
	First-Class: Large Envelopes (Flats) \$1.63 and up by weight		
	First-Class: Packages (Parcels) \$3.50 and up by weight		
	Priority Mail: Letters & Packages \$7.60 and up by weight		
	Priority Flat Rate Envelope \$6.70		
	Priority Flat Rate Box (Medium \$13.65)		
	Express Flat Rate Envelope (Overnight) \$24.70		
	Express Flat Rate Box (Overnight) \$44.95		
	Express Mail Service (Overnight) \$29.70 and up by weight		
	Library Rate: (Library to Library mail) \$2.53 and up by weight		
	Media Mail (See USPS Site For Rules) \$2.66 and up by weight		
	Certified With Return Receipt \$6.67 plus Postage		
	Signature Confirmation \$3.00 plus Postage		
	Insured (Please indicate insurance amount on package or separate schedule – Maximum Liability \$5,000) \$6.80 for \$500		
	Post Cards: \$0.34		
INTERNATIONAL MAIL TYPE: Custom forms needed for all International Mail except Letters			
	First Class: Letters - \$1.15 and up		
	First Class: Large Envelopes (Flats) \$2.50 and up by weight		
	First Class: Packages \$10.00 and up by weight		
	Post Cards: \$1.15		
	Priority Mail International (Limited Destinations \$33.00 and up)		
	Express Mail International (Limited Destinations \$63.95 and up)		

All postage charge permission forms must be signed by an authorized department representative prior to processing mail and must not include personal mail. **Please call Postal Services for up any questions on how to process your mail.**

Signature - Authorized Department Representative

By submission of this form I certify that the department listed has sufficient funds for this transaction and give UCF Postal Services permission to recover the required amount, regardless of the resulting departmental balance.