

# Federal Agency Stamp Requisition

## Instructions

### Use and approval

Only federal agencies that have an Official Mail account can use this form. To order, you must get approval from your agency's mail manager.

### Minimum order

You must order a minimum of \$40 per order. Coils of stamps will be added to orders less than \$40 to satisfy the minimum dollar amount.

### Available quantities

Stamps are available in the following multiples:

- Panes of 4
- Panes of 10
- Panes of 20
- Books of 20
- Coils of 100

If you need other stamp denominations, send an email to:

OMAS.Stamp.Info@usps.gov.

### How to order

1. In the **Ordered By** section, enter (a) your name and title; (b) your mailing address at the agency; (c) your telephone number with area code (e.g., XXX-XXX-XXXX), (d) your email address (e.g., johnsmith@federalagency.gov), (e) the name of your federal agency (f) the 2-digit month and day and 4-digit year of the date of the order and (g) the agency code and agency cost code (both are special codes you get from your agency's mail manager). Sign the form on the Signature line.
2. In the **Stamps, Coil Stamps, and Stamped Envelopes** sections, multiply the quantity of panes, books, coils, or boxes by the unit price and enter the total dollars and cents in the Amount column. Add the amounts in the Amount column for each section and enter the total dollars and cents in total purchase block for each section (e.g., Total Stamps Purchase, Total Coil Stamps Purchase, and Total Stamped Envelope Purchase).
3. In the **Requisition Total** block, enter the combined total purchase amounts for all three sections in dollars and cents.
4. In the **Shipping Label** section, type or clearly print the name, office, and complete mailing address of the individual to receive the stamp order. Make sure the information is accurate because this is your shipping label.
5. Keep a copy of the form for your records.
6. Send the form using one of the following methods:
  - FAX: 816-545-1201
  - EMAIL: OMAS-stamporders@usps.gov
  - MAIL:  
STAMP FULFILLMENT SERVICES – ORDER ENTRY  
8300 NE UNDERGROUND DR, PILLAR 210  
KANSAS CITY MO 64144-9998

### Ordered By

Name and Title

Street Address

City, State, ZIP+4®

Telephone Number (Include area code)

\_ \_ \_ - \_ \_ - \_ \_

E-mail Address

Federal Agency

Date of Order	Agency Code	Agency Cost Code						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Month</td> <td style="width: 33%;">Day</td> <td style="width: 33%;">Year</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </table>	Month	Day	Year					
Month	Day	Year						

Signature

Stamps	Description/ Denomination	Quantity of Panels or Books	X	Unit Price	=	Amount	
	1¢ Pane of 20			X	\$0.20	=	
	2¢ Pane of 20			X	\$0.40	=	
	3¢ Pane of 20			X	\$0.60	=	
	10¢ Pane of 20			X	\$2.00	=	
	24¢ (Additional ounce) Pane of 20			X	\$4.80	=	
	48¢ (Postcard rate) Pane of 20			X	\$9.60	=	
	\$1.00 Pane of 10			X	\$10.00	=	
	\$5.00 Pane of 4			X	\$20.00	=	
	63¢ (FCM, Forever) Book of 20			X	\$12.60	=	
<b>Total Stamps Purchase</b>							

Coil Stamps	Description/ Denomination	Quantity of Coils	X	Price	=	Amount	
	Additional ounce (24¢) Coil of 100			X	\$24.00	=	
	Postcard rate (48¢) Coil of 100			X	\$48.00	=	
	FCM (Forever 63¢) Coil of 100			X	\$63.00	=	
<b>Total Coil Stamp Purchase</b>							

Stamped Envelopes	Description	Quantity of Boxes	X	Price	=	Amount	
	#10 Regular Envelope Pack of five			X	\$4.00	=	
	#10 Regular Envelope Box of 500			X	\$339.80	=	
<b>Total Stamped Envelope Purchase</b>							

Delivery Fee	Stamp Delivery Fee	Price	=	Amount
	For orders \$40.00 to \$50.00	\$1.55	=	
	For orders \$50.01 or more	\$2.20	=	

**Requisition Total \$**

**Shipping Label (Print clearly)**

Name and Title

Office/Unit

Street Address

City

State

Zip+4