



# UCF Postal Services

## 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 16-June-2015)	UCF Postal Services Use Only	
		Actual Pieces	Postage Total
<b>DOMESTIC MAIL TYPE:</b>			
	First-Class: Letters - <b>\$0.49 and up by weight</b>		
	First-Class: Large Envelopes (Flats) <b>\$0.98 and up by weight</b>		
	First-Class: Packages (Parcels) <b>\$2.54 and up by weight</b>		
	Priority Mail: Letters & Packages <b>\$5.75 and up by weight</b>		
	Priority Flat Rate Envelope <b>\$5.75</b>		
	Priority Flat Rate Box (Medium <b>\$12.95</b> )		
	Express Flat Rate Envelope (Overnight) <b>\$19.99</b>		
	Express Flat Rate Box (Overnight) <b>44.95</b>		
	Express Mail Service (Overnight) <b>\$19.99 and up by weight</b>		
	Library Rate: (Library to Library mail) <b>\$2.59 and up by weight</b>		
	Media Mail (See USPS Site For Rules) <b>\$2.72 and up by weight</b>		
	Certified With Return Receipt <b>\$6.25</b> plus Postage		
	Signature Confirmation <b>\$3.00</b> plus Postage		
	Insured (Please indicate insurance amount on package or separate schedule – Maximum Liability \$5,000)		
	Post Cards: <b>\$0.35</b>		
<b>INTERNATIONAL MAIL TYPE: Custom forms needed for all International Mail except Letters.</b>			
	First Class: Letters - <b>\$1.20 and up</b>		
	First Class: Large Envelopes (Flats) <b>\$2.38 and up by weight</b>		
	First Class: Packages <b>\$7.10 and up by weight</b>		
	Post Cards: <b>\$1.20</b>		
	Priority Mail International (Limited Destinations <b>\$26.50</b> and up)		
	Express Mail International (Limited Destinations <b>\$49.95</b> and up)		
	Global Express Guaranteed (With FedEx – Limited Destinations - <b>\$64.00</b> 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.