



Stamp Requisition/Stamp Return

Location ID (10-digit unit finance #) of shipping unit - - - - - - - - - -	Name of Postal Retail Unit			Postmark
Telephone No.	City	State	5-Digit ZIP Code™	
Signature of Submitter	Required for all Stock Shipped or Returned			Date
	Location ID (10-digit unit finance #) of receiving unit - - - - - - - - - -			
Signature of Shipper	Registry Number Used		Shipment # (10-digit)	
Signature of Witness	<p>Stamp Requisition - Prepare in duplicate. Submit ORIGINAL and keep a COPY at the unit. Print clearly all information.</p> <p>Stamp Return to SDO/SSC - Prepare four copies, ORIGINAL in an envelope taped to the outside of package, two COPIES inside, and keep a COPY at the unit.</p> <p>Ship to Other Locations - Prepare in duplicate, submit ORIGINAL inside of package to receiving unit, and keep a COPY at the unit. Use the location ID (10-digit unit finance #) of receiving unit.</p>			

Type: (Check One) Scheduled Order Emergency Order Return Stock Return for Destruction Ship to Other Location

Do Not Substitute	Item No.	Quantity	Redemption Rate (Destruction)	Dollar Value	Denomination	Description
<input type="checkbox"/>						
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<input type="checkbox"/>						

	Total Value	Signature of Person Receiving Stock
\$		Signature of Witness

Section to Be Completed by Stamp Destruction Committee

Method of Disposition	Value (In words) (SDO/SSC USE ONLY CORRECTED VALUE)
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<p>Certificate of Destruction Committee</p> <p>We certify that the stock value (in words) was verified.</p> <p>Member of Committee and Title</p> <hr/> <p>Member of Committee and Title</p> <hr/> <p>Member of Committee and Title</p> <hr/> <p>Each member witnessed the disposal of the stock by the method specified above.</p> <p>Member of Committee and Title</p> <hr/> <p>Member of Committee and Title</p> <hr/> <p>Member of Committee and Title</p> <hr/>	<p>Postmark</p> <hr/> <p>Date</p> <hr/> <p>Postmark</p> <hr/> <p>Date</p>
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