(If certain items are not needed leave amount blank)

Once the information is filled out copy, and paste into an email and send to [mailservices@txstate.edu](mailto:mailservices@txstate.edu)

* + Supply Delivery Request

Department:

Building:

Room Number:

Requester Name:

Requester Phone:

Requester E-mail:

Number of Certified with Return Receipt:

Number of International Customs Declaration and Dispatch Note – CP 72:

Number of Customs Declaration CN 22

Number of Priority Mail Express International Shipping Label:

Number of Domestic Priority Mail Express form:

Number of Insured Mail Domestic Only (Under $500):

Number of Insured Domestic (Over $500):

Number of Signature Confirmation:

Number of Priority Mail Flat Rate Envelope:

Number of Priority Mail Express Flat Rate Envelope:

Number of flat tubs:

Number of letter trays: