

# Postage Authorization Form

**From:** \_\_\_\_\_ **Company:** \_\_\_\_\_ **Program:** \_\_\_\_\_  
(Department Name) **Division:** \_\_\_\_\_ **Financial Site:** \_\_\_\_\_  
**Phone #:** \_\_\_\_\_ **Cost Center:** \_\_\_\_\_ **Worktag:** \_\_\_\_\_  
**Date:** \_\_\_\_\_ **Fund:** \_\_\_\_\_ **Worktag:** \_\_\_\_\_

**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 22-January-2023)	UCF Postal Services Use Only	
		Actual Pieces	Postage Total
<b>DOMESTIC MAIL TYPE:</b>			
	First-Class: Letters - <b>\$0.60 and up by weight</b>		
	First-Class: Large Envelopes (Flats) <b>\$1.26 and up by weight</b>		
	First-Class: Packages/Parcels <b>\$4.75 and up by zone</b>		
	Priority Mail: Letters & Packages <b>\$9.35 and up by zone</b>		
	Priority Flat Rate Envelope <b>\$9.65</b>		
	Priority Flat Rate Box (Small <b>\$10.20</b> )		
	Priority Flat Rate Box (Medium <b>\$17.10</b> )		
	Priority Flat Rate Box (Large <b>\$22.80</b> )		
	Express Flat Rate Envelope (Overnight) <b>\$28.75 minimum</b>		
	Library Rate: (Library to Library mail) <b>\$3.32 and up by weight</b>		
	Media Mail (See USPS Site For Rules) <b>\$3.49 and up by weight</b>		
	Certified With Return Receipt <b>\$7.82 minimum</b>		
	Certified with Electronic Return Receipt <b>\$6.57 minimum</b>		
	Signature Confirmation <b>\$3.65 plus postage</b>		
	Insured (Please indicate insurance amount on package or separate schedule – Maximum Liability \$5,000) <b>\$8.15 (plus postage) for \$500</b>		
	Post Cards: <b>\$0.48</b>		
<b>INTERNATIONAL MAIL TYPE: Custom forms needed for all International Mail except Letters</b>			
	First Class: Letters - <b>\$1.45 and up</b>		
	First Class: Large Envelopes (Flats) <b>\$2.75 and up by weight</b>		
	First Class: Packages <b>\$14.85 and up by weight and by country</b>		
	Post Cards: <b>\$1.45</b>		
	Priority Mail International (Limited Destinations <b>\$40.45 and up</b> )		

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 us at extension 3-2400 with any questions on how to process your mail.**

\_\_\_\_\_  
**Authorized Representative (Please Print)**

\_\_\_\_\_  
**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.