



# 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 29-March-2024)	UCF Postal Services Use Only	
		Actual Pieces	Postage Total
DOMESTIC MAIL TYPE:			
	First-Class: Letters - <b>\$0.64 and up by weight</b>		
	First-Class: Large Envelopes (Flats) <b>\$1.39 and up by weight</b>		
	Package Services <b>\$5.00 and up by zone</b>		
	Priority Mail: Letters & Packages <b>\$9.25 and up by zone</b>		
	Priority Flat Rate Envelope <b>\$9.85</b>		
	Priority Flat Rate Box (Small <b>\$10.40</b> )		
	Priority Flat Rate Box (Medium <b>\$18.40</b> )		
	Priority Flat Rate Box (Large <b>\$24.75</b> )		
	Priority Mail <i>Express</i> <b>\$30.45 minimum</b>		
	Library Rate: (Library to Library mail) <b>\$3.92 and up by weight</b>		
	Media Mail (See USPS Site For Rules) <b>\$4.13 and up by weight</b>		
	Certified With Return Receipt <b>\$8.69 minimum</b>		
	Post Cards: <b>\$0.53</b>		
	+ Signature Confirmation <b>\$4.15</b> plus postage		
	+ Insured (Please indicate insurance amount on package or separate schedule – Maximum Liability \$5,000) <b>9.15 (plus postage) for \$500</b>		
	+ Insured <b>12.25 &amp; up depending on amount (plus postage) for over \$500</b>		
INTERNATIONAL MAIL TYPE: Custom forms needed for all International Mail except Letters			
	First Class: Letters - <b>\$1.55 and up</b>		
	First Class: Large Envelopes (Flats) <b>\$3.00 and up by weight</b>		
	First Class: Packages <b>\$17.00 and up by weight and by country</b>		
	Post Cards: <b>\$1.55</b>		
	Priority Mail International (Limited Destinations <b>\$42.95</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 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.