

BROWNSVILLE INDEPENDENT SCHOOL DISTRICT

Mailroom Department

1900 East Price Road, Suite 103

Brownsville, TX 78521-2417

956.548.8685

mzavala@bisd.us



Date:

Campus/Department:

Number of letters needing postage:

Total POSTAGE AMOUNT: \$

PRIORITY MAIL EXPRESS

Starts at **\$26.50** []

CERTIFIED MAIL

Starts at **\$6.56** []

MAIL-OUTS OVER 50

[]

Approval by: _____

Area Assistant Superintendent

Date: _____

All Priority Mail Express must be at the post office no later than 11:30 am.
Campuses and departments are **responsible for taking their Express Mail to the post office.**

For Certified and Bulk Mail, please use the correct envelope size. **If possible fold your flat size piece to letter size.**

All mail addressed to students, and parents must be bar coded.

Reason for using this service:
