

# BROWNSVILLE INDEPENDENT SCHOOL DISTRICT

## Mailroom Department

1900 East Price Road, Suite 103  
Brownsville, TX 78521-2417  
956.548.8685

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Date:

Campus/Department:

Number of letters needing postage:

Total POSTAGE AMOUNT: \$

### PRIORITY MAIL EXPRESS

Starts at **\$29.40** [ ]

### CERTIFIED MAIL

Starts at **\$6.13** [ ]

### 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:

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