



**TO: HEATHER MILLER
ADMINISTRATION BLDG.**

La Vega Independent School District

POSTAGE REQUEST

La Vega Administration

Date: _____ Campus requesting postage: _____

Description of Mailing:

	RATE	X	# OF PIECES	=	TOTAL
Charge:	\$ _____	X	_____	=	_____
	\$ _____	X	_____	=	_____
	\$ _____	X	_____	=	_____
	\$ _____	X	_____	=	_____
	\$ _____	X	_____	=	_____
	\$ _____	X	_____	=	_____
	\$ _____	X	_____	=	_____
TOTAL				=	_____

Account To Be Charged:

199-_____ - 6399 - _____ - _____ - ____ -99 - 000

Requestor: _____ Date: _____

Approval: _____ Date: _____

NOTE *Please write campus abbreviation in the bottom right corner of each piece of mail.*****