

UNIT MAIL CLERK'S RECEIPT FOR FUNDS AND PURCHASE RECORD					DATE		NUMBER			
RECEIVED FROM										
LAST NAME - FIRST NAME - MIDDLE INITIAL				GRADE	SSN		ORGANIZATION			
FOR				ITEM(S) PURCHASED			VALUE OF PURCHASES	DOLLARS	CENTS	
CHECK APPLICABLE BOX(S) <input type="checkbox"/> MONEY ORDERS <input type="checkbox"/> ENVELOPES <input type="checkbox"/> STAMPS <input type="checkbox"/> OTHER <i>(Specify)</i> _____			AMOUNT DOLLARS    CENTS		CHECK APPLICABLE BOX(S) <input type="checkbox"/> MONEY ORDERS <input type="checkbox"/> ENVELOPES <input type="checkbox"/> STAMPS <input type="checkbox"/> OTHER <i>(Specify)</i> _____			AMOUNT DUE PURCHASER		
SIGNATURE OF UNIT MAIL CLERK				RECEIVED ITEM(S) AND AMOUNT DUE						
				DATE		SIGNATURE OF PURCHASER				