Graphics **Enterprise** Services

The Print Shop • Design Center • The mailCenter • Managed Print Services • The Teachers' Toolbox • City Centre Copies • District Imaging and Archive Center

ALBUQUERQUE PUBLIC SCHOOLS

912A Oak Street SE • Alb, NM 87106 • 505.842.3696 • Fax 505.842.3552

POSTAGE STAMP PURCHASE
ORDER FORM

CUSTOMER INFORMATION

Fill Invoice/Order Form completely. Please print clearly.

Date of Order_____ Date Needed_____ Location_____ Loc. #_____

Contact Name_____ Phone/Cell_____ Email_____

Payment Method: P.O. No._____

Delivery of Stamps: ☐ APS Interoffice Mail

> **VENDOR NUMBER FOR STAMPS IS 16753**
> *Internal Orders (Lawson) must be marked "X" on item type and "IO" on buyer for requisition to be processed.*

STAMP ORDER/QUANTITY

TOTAL NUMBER OF ROLLS NEEDED [ ] **X ($69.00/ROLL OF 100)** **TOTAL** $[ ]

GES USE ONLY

JOB COMPLETED BY [ ] **DATE** [ ]

Click adjacent Submit Form Button to send order to
APS Graphics Enterprise Services at GESworkorders@aps.edu