

Postage Authorization Form

From: _____ **Company:** _____ **Program:** _____
(Department Name) **Division:** _____ **Financial Site:** _____
Phone #: _____ **Cost Center:** _____ **Worktag:** _____
Date: _____ **Fund:** _____ **Worktag:** _____

HAZARDOUS MATERIALS (Please select one of the following options) YES NO

Each piece of mail must be identified and separated by its classification type, either Domestic or International and must have a Postage Authorization Form attached. Each type of mail will be sent as First Class Mail unless marked otherwise on the Postal Authorization Form.

PIECES	CLASSIFICATION (Prices Last Updated 5-October-2025)	UCF Postal Services Use Only	
		Actual Pieces	Postage Total
DOMESTIC MAIL TYPE:			
	First-Class: Letters - \$0.76 and up by weight		
	First-Class: Large Envelopes (Flats) \$1.63 and up by weight		
	Package Services \$7.20 and up by zone		
	Priority Mail: Letters & Packages \$10.45 and up by zone		
	Priority Flat Rate Envelope \$11.90		
	Priority Flat Rate Box (Small \$12.60)		
	Priority Flat Rate Box (Medium \$21.95)		
	Priority Flat Rate Box (Large \$31.40)		
	Priority Mail <i>Express</i> \$32.50 minimum		
	Library Rate: (Library to Library mail) \$4.25 and up by weight		
	Media Mail (See USPS Site For Rules) \$4.47 and up by weight		
	Certified With Return Receipt \$10.48 minimum		
	Post Cards: \$0.61		
	+ Signature Confirmation \$4.95 plus postage		
	+ Insured (Please indicate insurance amount on package or separate schedule – Maximum Liability \$5,000) 7.45 (plus postage) for \$500		
	+ Insured 8.95 & up depending on amount (plus postage) for over \$500		
INTERNATIONAL MAIL TYPE: Custom forms needed for all International Mail except Letters			
	First Class: Letters - \$1.70 and up		
	First Class: Large Envelopes (Flats) \$3.15 and up by weight		
	First Class: Packages \$20.60 and up by weight and by country		
	Post Cards: \$1.70		
	Priority Mail International (Limited Destinations \$42.95 and up)		

All postage charge permission forms must be signed by an authorized department representative prior to processing mail and must not include personal mail. **Please call us at extension 3-2400 with any questions on how to process your mail.**

Authorized Representative (Please Print)

Signature - Authorized Department Representative

By submission of this form I certify that the department listed has sufficient funds for this transaction and give UCF Postal Services permission to recover the required amount, regardless of the resulting departmental balance.