UCF | Facilites and Business Operations
UNIVERSITY OF CENTRAL FLORIDA

Postage Authorization Form

From: _____ (Department Name) **Company:** _____ **Program:** _____

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 12-July-2026)	UCF Postal Services Use Only	
		Actual Pieces	Postage Total
DOMESTIC MAIL TYPE:			
	First-Class: Letters - **$0.80 and up by weight**		
	First-Class: Large Envelopes (Flats) **$1.69 and up by weight**		
	Package Services **$7.90 and up by zone**		
	Priority Mail: Letters & Packages **$11.00 and up by zone**		
	Priority Flat Rate Envelope **$12.90**		
	Priority Flat Rate Box (Small **$13.65**)		
	Priority Flat Rate Box (Medium **$24.80**)		
	Priority Flat Rate Box (Large **$34.00**)		
	Priority Mail ***Express*** **$35.65 minimum**		
	Library Rate: (Library to Library mail) **$4.17 and up by weight**		
	Media Mail (See USPS Site For Rules) **$4.39 and up by weight**		
	Certified With Return Receipt **$10.98 minimum**		
	Post Cards: **$0.65**		
	+ Signature Confirmation $**5.15** plus postage		
	+ Insured (Please indicate insurance amount on package or separate schedule – Maximum Liability $5,000) **7.55 (plus postage) for $500**		
	+ Insured **9.05 & up depending on amount (plus postage) for over $500**		
INTERNATIONAL MAIL TYPE: **Custom forms needed for all International Mail except Letters**			
	First Class: Letters - **$1.75 and up**		
	First Class: Large Envelopes (Flats) **$3.30 and up by weight**		
	First Class: Packages **$19.40 and up by weight and by country**		
	Post Cards: $**1.75**		
	Priority Mail International (Limited Destinations **$43.55** 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.