

UNIT MAIL CLERK'S RECEIPT FOR FUNDS AND PURCHASE RECORD

DATE

NUMBER

RECEIVED FROM

NAME - LAST, FIRST, MIDDLE INITIAL

GRADE

SSN

ORGANIZATION

FOR

AMOUNT

ITEM(S) PURCHASED

 MONEY ORDERS ENVELOPES STAMPS OTHER
(Specify)

DOLLARS

CENTS

 MONEY ORDERS ENVELOPES STAMPS OTHER
(Specify)VALUE OF
PURCHASES

DOLLARS

CENTS

AMOUNT DUE
PURCHASER

SIGNATURE - UNIT MAIL CLERK

RECEIVED ITEM(S) AND AMOUNT DUE

DATE

SIGNATURE OF PURCHASER