



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

# Graphics Enterprise Services

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 (\$50.00/ROLL OF 100)**

**TOTAL**

**\$**

### GES USE ONLY

**JOB COMPLETED BY**

**DATE**

White = Accountant    Yellow = GES    Pink = Customer

REV 01.2018

Click adjacent Submit Form Button to send order to  
 APS Graphics Enterprise Services at [GESworkorders@aps.edu](mailto:GESworkorders@aps.edu)