



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 (\$55.00/ROLL OF 100)

TOTAL

\$

GES USE ONLY

JOB COMPLETED BY

DATE

White = Accountant Yellow = GES Pink = Customer

REV 01.2019

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