

Alachua County Public Schools  
**Materials To Be Mailed**

*Please complete form and send with any materials to be mailed from the Kirby-Smith mailroom.*

<b>School/Department/Grant Name:</b>		<b>Name, Title:</b>	
<b>Account Number to Charge:</b>	<b>Phone Number:</b>	<b>Type of mailing (check as applied)</b>	
<b>Special Instructions:</b>		<input type="checkbox"/> Letters/Envelopes <input type="checkbox"/> Boxes (under 30lbs.)	
		<input type="checkbox"/> Brown Envelopes <input type="checkbox"/> Certified/Return Rcpt	
		<input type="checkbox"/> Other _____	

Form No.: ADM-2223.003 New Date: 4/11/22 Materials To Be Mailed / ADM	<b>Mail Room Use (if no account has been set up)</b> Date: _____ No. of Pieces: _____ Amount of Postage: _____
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