UNITED STATES POSTAL SERVICE®

Requisition for Rubber and Steel Hand Canceling Stamps

(See instructions on reverse)

1. Date	2. Request Number	3. Signature of Authorizing Official

Requestor Information

4. Name	5. Telephone Number ( )
6. Deliver To *(Name and office)*:	
7. Address	

8. City	9. State	10. ZIP + 4

11. Method of Payment *(Check one)*

☐ USPS Credit Card *(Include number and expiration date)* ☐ Check ☐ Money Order

Credit Card No.: _____ Expiration Date: _____ Name of Credit Card Holder: _____

12. Item Number	13. Quantity	12. Item Number	13. Quantity
Impression or Description		Impression or Description	
12. Item Number	13. Quantity	12. Item Number	13. Quantity
Impression or Description		Impression or Description	

Ordering Procedure

This procedure applies only to the following Postal Service Item Numbers (PSIN): 500, 502, 550, 550M, 552, 570, 577B, 579, 579A, 579B, 602, 602A, 603, 603B, 603C, 716, 718H, and 762. All other PSINs should be ordered from your supporting material distribution center (MDC). Refer to Publication 247, *USPS Materiel Management Equipment & Supply Catalog*, for item descriptions.

Step 1. Complete a single PS Form 1567, *Requisition for Rubber and Steel Hand Canceling Stamps*. A separate Form 1567 is required for each vendor from whom items are being ordered.

Step 2. Each vendor requires payment by one of three methods: (1) USPS Credit Card; (2) Imprest Fund Account Check; or (3) No Fee Money Order.

Step 3. Submit your completed Form 1567 and attachments to the appropriate vendor.

Delivery: Approximately 30 days

Questions: Call the Rubber Stamp Hotline ... 1-800-332-0317 Option 4

Completion Instructions

General Information

1. Enter the date.
2. Enter the last two digits of the current fiscal year and the next local sequential number (95-01, 95-02, etc.).
3. Obtain the signature of the authorizing official.

Requestor Information

4. Enter your name.
5. Enter your telephone number.
6. Enter the facility name and name of recipient.
7. Enter the complete address of the receiving office.
8. Enter the city of the receiving office.
9. Enter the 2-digit state abbreviation of the receiving office.
10. Enter the ZIP + 4 of the receiving office.

11. Method of Payment

Place a checkmark next to your method of payment. If payment is made by credit card include the credit card number, its expiration date, and the legibly printed name of the credit card holder.

12. Item No. and 13. Quantity

Enter the Postal Service Item Number (PSIN) of the desired stamp and the required quantity. Provide a legible impression or concise description of the required stamp.