**Postage Stamps and Postcard Use Report**

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| Research Representative |  | Spending Budget |  |
| Person in Charge of Research(Researcher responsible for spending the applicable budget) |  | Amount of Purchase | yen |
| Supplier |  | Date of Purchase | MM/DD |
| Stamp Type | Recipient | Purpose of Use | Date of Delivery |
| (Ex.) @ 84 yen × 10 stamps | Project members (refer to separate list of members) | To send workshop notifications | 4/19 |
|  yen × stamps |  |  |  |
|  yen × stamps |  |  |  |
|  yen × stamps |  |  |  |
|  yen × stamps |  |  |  |
|  yen × stamps |  |  |  |
|  yen × stamps |  |  |  |
|  yen × stamps |  |  |  |
|  yen × stamps |  |  |  |

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| The “Postage Stamps and Postcard Use Report” should be prepared in the following manner:➀ For certificate stamps, the amount of each piece should be entered.➁ The purpose of use should be written in such a way that it shows the overall purpose of use, such as to send notices of XX workshop, YY-related materials or ZZ questionnaires.➂ You may not stock up on postage stamps and postcards. Please purchase only the number of postage stamps and postcards required for immediate use.➃ If you require more room than is provided on this report, please submit a separate list. |