**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. |