

Department	Date
------------	------

Department Phone
------------------

Print Name
------------

Signature
-----------

**This form must be attached to all university mail that requires postage or the mail will not be picked up. Please make a copy for your records.**

	NUMBER OF PIECES	SERVICE TYPE
POSTAGE SERVICE		Certified Letter
		Certified Letter with Return Receipt
		Express (next day delivery)
		First Class Standard Envelope
		First Class Large Envelope (flat)
		First Class Oversized Heavy Envelope or Small Package
		Library Mail
		Media Mail (3 to 9 days delivery) <small>The material sent must be educational media. It can not contain advertising, video games, computer drives, or digital drives of any kind.</small>
		Postcards
		Priority Mail (2 to 3 days delivery)
	<b>TOTAL NUMBER OF PIECES :</b>	

**If the service type is not listed above, please come into the Department of Mail and Print Services to obtain the proper postage.**