



Outgoing Mail/Package Form

This form **is required and must** be filled out by the department for any outgoing USPS mail/package.

Departments must use their expense card for UPS or FedEx.

*Department: _____

*Required information.

*Staff Name: _____ Email for Tracking Info: _____

If the **Ship To** address is inaccurate or invalid, we cannot provide a tracking number.
Emails with tracking information come from Quadient.

Provide Cost Center & Driver worktag (Designation, Gift, or Grant). If there is no driver, provide Cost Center, Fund & Program worktags.

*Cost Center: _____

Driver: _____ OR Fund: _____ & Program: _____
(either designation, grant or gift)