



GRAND VALLEY
STATE UNIVERSITY
MAIL SERVICES

Outgoing Package Form

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

Departments must use their expense card for UPS or FedEx.

Department: _____

Date: _____

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.

Cost Center: _____

OR Designation Worktag: _____

Grants **must** provide **all** the following information:

Fund Worktag: _____ Cost Center: _____

Spend Category: _____ Program: _____