

Mail Services Outgoing Mail/Package Form

*Required information.

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: _____

*Staff Name: _____ Email for Tracking Info: _____

Include all worktags relevant to tracking spend. At minimum, we require the cost center, fund, and program. If you want to use a designation, grant, gift, or activity include it below.

*Fund: _____ *Cost Center: _____ *Program: _____

Note: FD120 requires a Designation / FD200 requires a Grant / FD610 requires a Gift

Designation: _____ Grant: _____ Gift: _____ Activity: _____

Mail Services Outgoing Mail/Package Form

*Required information.

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: _____

*Staff Name: _____ Email for Tracking Info: _____

Include all worktags relevant to tracking spend. At minimum, we require the cost center, fund, and program. If you want to use a designation, grant, gift, or activity include it below.

*Fund: _____ *Cost Center: _____ *Program: _____

Note: FD120 requires a Designation / FD200 requires a Grant / FD610 requires a Gift

Designation: _____ Grant: _____ Gift: _____ Activity: _____

Mail Services Outgoing Mail/Package Form

*Required information.

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: _____

*Staff Name: _____ Email for Tracking Info: _____

Include all worktags relevant to tracking spend. At minimum, we require the cost center, fund, and program. If you want to use a designation, grant, gift, or activity include it below.

*Fund: _____ *Cost Center: _____ *Program: _____

Note: FD120 requires a Designation / FD200 requires a Grant / FD610 requires a Gift

Designation: _____ Grant: _____ Gift: _____ Activity: _____
