

# DEPARTMENTAL MAIL SERVICE CHARGE CARD

For Official University Business Only

THIS CARD MUST ACCOMPANY OFF- CAMPUS MAIL REQUIRING POSTAGE

**FOR MAILING INFORMATION  
CALL CAMPUS MAIL SERVICE AT 5-4473**

**Postage Meter Reading**

Number of Pieces

From

To

DEPARTMENT

ACCOUNT TO BE CHARGED

01- -3210

AUTHORIZING SIGNATURE

DATE

TELEPHONE EXT