

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	
AUTHORIZING SIGNATURE	DATE	TELEPHONE EXT