Division of
Finance and Operations
Campus Mail Service

Postal Charge Slip
for USPS Mail Only

UNITED STATES POSTAL SERVICE

Charge to Department

Mailed By   Box # 870   Dept. Phone   34

Email

	COA	FUND	ORGN	ACCT	PROG

BANNER FOAPAL Codes

Indicate below how mail should be processed:

First Class Mail	**Special Services**	**Internal Use**
Media Mail	Certified	_____ Pieces
Library Mail	Insured $	$_____
Priority Mail	Delivery Confirmation	_____Initial
USPS Express Mail	- With Return Receipt	____/____/_____
Other		

Fold Here

INSTRUCTIONS
• All outgoing USPS Mail that needs postage should be kept separate from all other mail and bear a valid University return address.

• The mail should be stacked with the address facing the same direction; larger pieces on the bottom and smaller pieces on the top. In addition, postcards should be placed on top since our mail processing equipment does not differentiate between letter-size pieces and postcards.

• Any letter-size pieces that need to be machine sealed by our mail processing equipment should be stacked with the flaps up and nested together. Larger pieces of mail and over stuffed envelopes should already be sealed prior to being metered. Failure to properly seal this type of mail could result in the contents of the mailpiece being unsecured in the envelope.

• Your mail should be bundled together by a rubberband and have the appropriate charge slip attached. Large quantities of mail that cannot be secured by a rubberband may be placed in a mail tub or mail tray with the charge slip placed on top in plain view. Campus Mail Service strongly encourages mailers to rubberband their mail to be metered. This helps in making sure that only your mail is processed on your account and no other department's mail is accidentally mixed-in with your mail.