D Domestic Charge Slip
USPS Letter Mail
2024

Division of Finance and Operations
Campus Mail Service

Department to Charge: _____ **Date:** _____

Mailed By: _____ **Box # 870** __ __ __

Email: _____ **Phone:** **3 4** __ - __ __ __ __

PLEASE VERIFY FOAPAL CODE IS CORRECT AND ACTIVE. THE CODE YOU TYPE BELOW CREATES THE BARCODE THAT IS USED TO PROCESS YOUR MAIL. GENERATE A NEW FORM IF THE FOAPAL CHANGES

CHART (1 Letter)	FUND (5 digits/letters)	ORG (6 digits)	ACCT (NOT USED HERE)	PROGRAM (3 DIGITS)

BANNER FOAPAL Code:

Auto-Generated Barcode:

Select Service:

- [ ] First Class Mail (Letter or Postcard)
- [ ] Certified Mail (No Return Receipt)
- [ ] Certified Mail (With Return Receipt)
- [ ] Delayed Mailing Request: Date to mail _____

For international mailings, please use the Campus Mail International Charge Slip (located on https://CampusMail.UA.edu/forms).

INTERNAL USE

Date: _____

Pieces: _____

Total: $_____

Initials: _____

INSTRUCTIONS & TIPS

- All shipments (packages) should be prepared through the S.M.A.R.T. software. This form is for letter mail and flats only. Not sure if your item is mail or a package? Use the "Mail/Package?" tool below.

- Please separate mail pieces that need to be sealed from ones that are already sealed. Larger pieces of mail and overstuffed envelopes should already be sealed prior to being sent to Campus Mail.

- Please either rubber band your mail pieces together or put them in a container, such as a mail tub, so they do not get mixed with another department's mail.

- Mail goes to USPS daily at 3 pm.

RESOURCES:

MAIL / PACKAGE? TOOL

DEPARTMENTAL MAIL HOME PAGE

CAMPUS MAIL FORMS