



Domestic Charge Slip
USPS Letter Mail
2025-Pitney



Division of
 Finance and Operations
 Campus Mail Service

Department to Charge: _____ Date: _____

Mailed By: _____

Box # 870 _____

Email: _____

Phone: 34 - _____

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 _____

INTERNAL USE

Date: _____

Pieces: _____

Total: \$ _____

Initials: _____

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

INSTRUCTIONS & TIPS

- **This form is for letter mail and flats only.** All shipments (packages) should be prepared through the Campus Mail's outbound shipping software. 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

