I International 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:** 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:

Service:

☐ First Class Mail International (Letter or Postcard)

☐ Delayed Mailing Request: Date to mail _____

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

INTERNAL USE

Date: _____

Pieces: _____

Total: $_____

Initials: _____

INSTRUCTIONS & TIPS

- Ensure all International mailings meet export control guidelines. Contact Export Controls with questions before sending to Campus Mail.
- **This form is for international 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

EXPORT CONTROL INFO