



Domestic Charge Slip

USPS Letter Mail

2026 - 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 _____

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

- **This form is for letter mail and flats only.** All shipments (packages) should be prepared through the Campus Mail's **PitneyShip** 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.
- Need mailing or shipping supplies? Order through the Forms link below.

RESOURCES:

MAIL /
PACKAGE?
TOOL



DEPARTMENTAL
MAIL
HOME PAGE



CAMPUS
MAIL
FORMS

