

Mail Services Postage Form

PHONE: (915) 747-5677 **EMAIL:** mailservices@utep.edu

We are located in the E. Union Building, First Floor Room 108

DATE: _____ **TIME:** _____

U.S. Mail received in the Mail Services by 2:00 p.m. or later will be metered & mailed out the next business day.

COST CENTER: _____

DEPARTMENT: _____

ACCOUNT NAME: _____

PURPOSE OR EVENTS NAME: _____

SENT BY: _____

AMOUNT OF:

LETTERS: _____ **FLATS:** _____ **POSTCARDS:** _____

PACKAGES: _____ **BOXES:** _____ **MEDIA MAIL:** _____

OTHER: _____

JOB REQUIREMENTS (CHECK):

INSERTING () **FOLDING** () **OTHER** _____

For USPS Regulations: Departments are not able to take back any pieces after the items have been meter. Mail must be meter & mail out on the same day, We can not pre-meter any envelopes, packages or boxes to shows future days.

*** Departments: Please keep a copy of this form. This form will be your backup for all your reconciliation purposes***

******* MAIL ROOM USE ONLY *******

DATE COMPLETED: _____ **DATE MAIL OUT:** _____

TOTAL COST: _____ **ACTUAL COST:** _____