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: ______________________________

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

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