

USF Post Office **MAIL SERVICE DOCUMENT**

MPF\_PD\_BR2014

For Business Reply, Ancillary Endorsements (address correction) Mail

DEPARTMENT NAME		MAIL CODE
MAILER'S MANUAL SIGNATURE		PHONE #
PRINT NAME		DATE
EMAIL ADDRESS		
<b>FAST CHARTFIELDS</b>		<b>GRANTS ONLY (PROJECT)</b>
BUSINESS UNIT	PROJECT CODE BUS.UNIT	GRT01
OPERATING UNIT	PROJECT	
FUND CODE	ACTIVITY ID	
DEPARTMENT ID	ANALYSIS TYPE	GLE
PRODUCT	<ul style="list-style-type: none"> <li>▪ Give us this document and one sample piece of the mail.</li> <li>▪ For assistance, call 974-2313 or 974-3885.</li> <li>▪ <a href="http://www.pplant.usf.edu/index.php/usf-post-office">http://www.pplant.usf.edu/index.php/usf-post-office</a></li> </ul>	
INITIATIVE		
<b>USF Post Office use only</b>		
JOB#	CLERK'S INITIALS	DATE