

Department Name	Mail Code
Mailer's Manual Signature	Phone #
Print Name	Date

Visit our web page for a description of each Domestic Mail Class and Extra Services. Please call the USF Post Office for additional clarification and to request **FREE MAILING LABELS, ENVELOPES, BOXES AND RETURN RECEIPTS.**

MAIL SERVICE –			PIECES	FAST CHARTFIELDS	
PRIORITY MAIL EXPRESS INTERNATIONAL				Business Unit	
Return Receipt where available, extra fee applied					
Priority Mail Express International					
EXTRA SERVICES	YES	NO		Operating Unit	
Return Receipt					
MAIL SERVICES			PIECES	Fund Code	
Priority Mail International					
First Class Mail International				Department ID	
Airmail M-bag International					
				Product	
				Initiative	
			GRANTS ONLY (PROJECT)		
			PC Bus. Unit	GRT01	
			Project		
			Activity ID		
			Analysis Type	GLE	

Use one Mail Service Document for each piece of Insured or Registered mail. USF Post Office employees cannot pick up Registered mail on the campus mail routes. Therefore, customers are requested to bring Registered mail to the USF Post Office before 4:00 p.m.

EXTRA SERVICES	RETURN RECEIPT where available			Contact Information: <ul style="list-style-type: none"> Mail Processing: 974-2606 Billing: 974-2313 or 974-3885 http://www.pplant.usf.edu/index.php/post-office
	YES	NO	VALUE	
Insured			\$	
Registered			\$	

Comments:

USF Post Office use only			
Clerk's Initials	Unit	Data Entry Clerk's Initials	Job #
Code	49	46	
Pieces			
Charges (\$)			