

REQUEST FOR CENTRAL ADMINISTRATION OF U.S. MAIL

This form is to be completed by principals and program administrators requesting Central Administration Processing of U.S. Mail.

Date: _____ School/Department: _____

Budget Code: _____

Type of Mailing: _____ Number of Pieces: _____

Check One: Regular Mail/1st Class Non-Profit Market Mail

THIS SECTION FOR USE BY CENTRAL MAIL EMPLOYEE

_____	X \$	_____	=	_____
_____	X \$	_____	=	_____
_____	X \$	_____	=	_____
_____	X \$	_____	=	_____
_____	X \$	_____	=	_____
_____	X \$	_____	=	_____
_____	X \$	_____	=	_____
_____	X \$	_____	=	_____
			Total:	_____

Signature of Central Mail Employee: _____

THIS SECTION FOR USE BY BUDGET SERVICES

The above total has been charged to your budget as coded below:

CREDIT: 01-0000-0-5911-00-9938-7540-000-0830-000 \$ _____

DEBIT: _____ \$ _____

_____ \$ _____