

UTSW Mail Ticket Form

Date _____

Name _____

Phone/Email _____

Department _____

Mail Code _____

Signature _____

You may either digitally sign or print & sign

Mail class **Pieces**

First class _____

International _____

Media mail _____

Special instructions-Please list your Project ID here if applicable

Mail Services use only

Postage _____

Number of Pieces _____

Verified by _____

Date received _____

Processing time _____

Chart of Account

Department _____

Fund Type _____

Source _____

Function _____

Mail Services use only—this section will be returned to you

Date _____

Name _____

Department _____

Mail Code _____

Mail class **Pieces**

First class _____

International _____

Media mail _____

Account Number _____

Postage	_____
Number of pieces	_____
Processed by	_____
Date processed	_____

Remarks

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