Validate & Print

UTSW Mail Ticket Form

Date

Name Full Name

Phone/Email 123-456-7890

Department Department

Mail Code 1234

Signature

You may either digitally sign or print & sign

Mail Services use only

Postage

Number of Pieces

Verified by

Date received

Processing time

Chart of Account

Department

Fund Type

Source

Function

PC Business Unit

Project ID

Activity ID

Purpose

Person Number

Mail class	Pieces
First class	
International	
Media mail	

Special instructions-Please list your Project ID here if applicable

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Date

Name Full Name

Department Department

Mail Code 1234

Mail class	Pieces
First class	
International	
Media mail	

Postage

Number of pieces

Processed by

Date processed

Remarks