

UNIVERSITY OF NEVADA RENO

USPS Postage Charge Form

For use with US Mail Only

Mail Services Use Only

Date: _____

Department Name: _____

Mailstop: _____

Conference/Grant Name (if applicable): _____

ACCOUNT CHARGED-REQUIRED

Unit	Cost Center	Fund	Function	Detail Worktag	Spend Category	Description

NEXT THREE LINES REQUIRED

Printed Name and Number for Account Charged _____

Authorized Signature For Account Charged _____

Name and Number of Person Preparing Mailing _____

CLASS OF MAIL (check one):

Postal Express (Postal Express Form Required) Library Media Mail

First Class International Air

Bulk Mail/Permit 26

Other: _____

Does Your Package Need Tracking YES NO

Is Your Letter/Package Certified (forms required) YES NO

Does Your Package Require Insurance? YES NO

If So, How Much Is Desired? (form required) _____

International packages require customs forms.

Do You Have A 2976-R Customs Form Attached? YES NO

Do You Require International Registered? (forms required) YES NO

_____ Section Below Is For Mail Services Use Only _____

Date Out: _____ Tracking Number: _____

Number of Pieces: _____

Total Charges: _____