

**Student Mail Services**  
**Busch Student Center Contract Postal Unit**  
**BSC, Room 131**  
**(314) 977-1128**

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**Request for Department Postage / Shipping**

\*\*\*Not valid for bulk mailing done by Mail Services in Earhart Hall\*\*\*

This form is used to document postage and shipping services received by SLU departments at the Busch Student Center Contract Postal Unit and the cost charged to departments. Department representatives are required to provide the information below prior to receiving said services. Postal unit staff will document costs for said services on this form. The form shall be retained by Student Mail Services as back up documentation; a copy will be provided to the department representative. At the end of each month, Student Mail Services will charge the department for the postage and/or shipping costs documented via journal entry.

Date		Amount	
Employee Name		Phone Number	
Department Name	Department Fund	Department Org Number: <b>D</b>	
Specific postage / shipping being purchased:			