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

Mail class	**Pieces**
First class	
International	
Media mail	

Special instructions-Please list your Project ID here if applicable

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

Date

Name Full Name

Department Department

Mail Code 1234

Mail class	**Pieces**
First class	
International	
Media mail	

Account Number

Postage

Number of pieces

Processed by

Date processed

Remarks