

Department of Economics Special Mail Service Request Form

Date: _____

Originator: _____ Phone: _____

PLEASE PRINT CLEARLY

TYPE OF SERVICE:

- Fed Express Domestic
- Fed Express Global
- UPS Ground
- UPS 3-day
- UPS 2-day
- UPS Overnight
- UPS International
- Express Mail
- Priority Mail
- Global Priority (USPS)

- Other: _____

DESTINATION:

Who: _____

Address: _____

Phone: _____

TO TRANSFER THE EXPENSE, PROVIDE THE FOLLOWING INFORMATION AND APPROVAL:

Recharge to Account #: _____

Or, instead of Recharge:
 Submit a check to UC Regents
Check # _____

Mail Charge Amount:
\$ _____

Originator's Signature: _____

Department Manager or Chair Approval (Budgetary Approval): _____

Mail Code: _____

Comments: _____

RECHARGE EXPRESS POSTAGE

Originator's Name	Date	Price & Item	Fund	Org	Activity
		\$ _____			
		(Express Postage)			