

# RU Post Office Mail Transaction Card

Do not use this form for interdepartmental or student box number mail.

|                     |  |                    |                       |
|---------------------|--|--------------------|-----------------------|
| Department _____    |  |                    | Date _____            |
| Fund _____          |  | Organization _____ | Account <u>712140</u> |
| Program _____       |  |                    |                       |
| Authorized By _____ |  |                    | Campus Phone _____    |

  

|                                              |                                                |                                                                                                                 |
|----------------------------------------------|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> First Class Postage | <input type="checkbox"/> Rate for Library only | <input type="checkbox"/> Insurance; amount:<br><div style="text-align: right; margin-top: 10px;">\$ _____</div> |
| <input type="checkbox"/> Ground Advantage    | <input type="checkbox"/> Rate Book Rate        |                                                                                                                 |
| <input type="checkbox"/> Priority            | <input type="checkbox"/> (media) Express       |                                                                                                                 |
| <input type="checkbox"/> Air Mail (int'l)    | <input type="checkbox"/> Other: _____          |                                                                                                                 |

Email for Tracking Info \_\_\_\_\_

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