

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 _____

☐ First Class Postage ☐ Rate for Library only
☐ Ground Advantage ☐ Book Rate (media)
☐ Priority ☐ Express
☐ Air Mail (int'l) ☐ Other: _____

☐ Insurance; amount:

\$ _____

Email for Tracking Info _____

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