

Post Office Station 17



Metered Mail Form
For US Mail
DOMESTIC MAIL ONLY

Date

Charge to Department

Requested By Campus Zip Dept. Phone

Number of pieces: _____

WORKDAY ID REFERENCE

CC - CostCenter

GI - Gift

GR - Grant

PG - Program

PJ - Project

Workday ID:

If you need another Work-

-day ID, type over the CC.

Fund Information

This is the default

spend for postage.

Indicate below how mail should be processed:

- First Class Mail
- Priority Mail
- Media Mail
- USPS Express Mail
- Parcel Post
- Other

Special Services

- Certified
- Insured \$
- Delivery Confirmation
- with return receipt

Fold Here

INSTRUCTIONS

- This form is for **domestic USPS mail ONLY**. International mail must be accompanied by an International Mail Meter Form.
- Charges are posted monthly and will be visible in Workday after each monthend close.
- All outgoing USPS Mail that needs postage should be kept separate from all other mail and bear a valid return address.
- The mail should be stacked with the address facing the same direction; larger pieces on the bottom and smaller pieces on the top. In addition, postcards should be placed on top since our mail processing equipment does not differentiate between letter-size pieces and postcards.
- Your mail should be bundled together with a rubber band and have the appropriate metered mail form attached. Large quantities of mail that cannot be secured by a rubber band may be placed in a box or mail tub. This ensures that your mail is processed on your account and no other department's mail is accidentally mixed-in.