

MAIL SERVICES OUTGOING MAIL PROJECT ID VERIFICATION FORM

All outgoing mail will automatically be charged to corresponding department's project ID number, unless mailing is accompanied by this form.

DATE: _____ NUMBER OF PIECES: _____

PROJECT ID NUMBER: _____ MAIL STOP CODE: _____

DEPARTMENT: _____ OFFICE PHONE: _____

NAME: _____

Please Print

AUTHORIZED
SIGNATURE: _____

MS5 REV.11/04