GRAND VALLEY STATE UNIVERSITY MAIL SERVICES

Outgoing Mail/Package Form

This form **is required and must** be filled out by the department for any outgoing USPS mail/package.

Departments must use their expense card for UPS or FedEx.

*Department: _____   *Required information.

*Staff Name: _____   Email for Tracking Info: _____

If the **Ship To** address is inaccurate or invalid, we cannot provide a tracking number.
Emails with tracking information come from Quadient.

Include all worktags relevant to tracking spend. <u>At minimum</u>, we require the <u>cost center, fund, and program</u>.
If you want to use a designation, grant, gift, or activity include it below.

*Fund: _____   *Cost Center: _____   *Program: _____

Note: FD120 requires a Designation / FD200 requires a Grant / FD610 requires a Gift

Designation: _____   Grant: _____   Gift: _____   Activity: _____

The spend category is predetermined as SC0098.