Carnegie Mellon
POST OFFICE

Requisition Form
International Mail

(Use when sending mail internationally)

DATE: _____

RECEIPT REQUESTED? **YES** ☐ **NO** ☐
Please check one.

CHARGE GL:

8	8	6	0	5																							
OBJECT CODE						FUNDING SOURCE							FUNCTION				ACTIVITY			ORGANIZATION							ENTITY	

CHARGE GM:

PROJECT							TASK				AWARD						

DEPARTMENT: _____

BUSINESS MANAGER: _____ **PHONE NUMBER:** _____

SENDER: _____

INTERNATIONAL MAILING
SERVICE REQUESTED: ☐ **Priority First Class Airmail** ☐ **Standard Air Printed Matter** ☐ **Canada**
Check only one box.

AUTHORIZED BY: _____
SIGNATURE

PLEASE FILL OUT ALL INFORMATION ABOVE THIS LINE.

POUNDS: ☐

OUNCES: ☐

PIECES: ☐

PROCESSED BY: ☐
EMPLOYEE INITIALS

TOTAL POUNDS: ☐

☐
TOTAL AMOUNT CHARGED