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: □  □  □  PROCESSED BY: □  □  □  □  TOTAL POUNDS: □  □  □  □

OUNCES: □  □  □

EMPLOYEE INITIALS

PIECES: □  □  □  TOTAL AMOUNT CHARGED □  □  □