Carnegie Mellon
POST OFFICE

Requisition Form
Metered Mail

(For use at the Post Office window or for use with the high speed meter machine.
Not to be used for the purchase of stamps.)

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: _____

MAIL SERVICE REQUESTED:
Check only one box.

- ☐ **First Class**
- ☐ **Parcel Post** (Inexpensive/slow)
- ☐ **Priority**
- ☐ **Express** (To be used at Post Office window only)
- ☐ **Media Mail** (Package must contain media. Examples are cd's, dvd's, books, periodicals)

AUTHORIZED BY: _____
SIGNATURE

PLEASE FILL OUT ALL INFORMATION ABOVE THIS LINE.

PROCESSING: ☐ **First Class** ☐ **Presort**

PROCESSED BY: _____
EMPLOYEE INITIALS

TOTAL PIECES: _____

POSTAGE USED: _____

_____
TOTAL AMOUNT CHARGED