


## UWF Postal Charge Memo

A sample UWF Postal Charge Memo is shown below. A **master** memo pre-barcoded with your BANNER Index number is available from UWF Postal Services via [MyUWF > Postal Services Forms](#) app. This master can be copied and used with mail you submit to UWF Postal Services for processing. Non-barcoded memos are available from Postal Services if needed.

<b><u>UWF POSTAL CHARGE MEMO</u></b>	
<i>Separate into Domestic, Foreign and Bulk Mail</i>	
	
INDEX CODE NUMBER: <b>123456</b>	DATE: _____
INDEX NAME: <b>GENERIC STUDIES</b>	
DEPT NAME: <b>GENERIC</b>	
AUTHORIZED SIGNATURE _____	
PRINTED NAME _____	
<b><u>Check Class Desired:</u></b>	
EXPRESS _____	
PRIORITY _____	
FIRST CLASS _____	
STANDARD BULK - NONPROFIT _____	
STANDARD BULK - REGULAR _____	
PACKAGE SERVICES - STANDARD POST _____	
MEDIA MAIL _____	LIBRARY MAIL _____
BOUND PRINTED MATTER _____	
INTERNATIONAL: AIR _____ ECONOMY _____	
<b><u>Check Service Desired (Complete required forms):</u></b>	
CERTIFIED _____	RETURN RECEIPT _____
REGISTERED _____	INSURED _____
USPS TRACKING ___ SIGNATURE CONFIRMATION ___	
<hr style="border: 1px solid black;"/>	
For PS use only - TOTAL: # _____ \$ _____	

- Complete:**
- Date – Print date submitted clearly.
  - Authorized Signature – Person responsible & authorized to submit mailing must sign authorizing UWF Postal Services to process and apply postage to the mail and to chargeback the account indicated on the memo.
  - Printed Name – Print name of signee **clearly**.
  - Check Class Desired – Select the class of mail to be processed, which will determine how the mail will be handled and amount of postage.
  - Check Service Required – Indicate any special services needed. Prepare and submit the proper forms with the mailing.