

DEPARTMENT NAME		MAIL CODE	
MAILER'S MANUAL SIGNATURE		PHONE #	
PRINT NAME		DATE	
FAST CHARTFIELDS		GRANTS ONLY (PROJECT)	
BUSINESS UNIT		PROJECT CODE BUS.UNIT	GRT01
OPERATING UNIT		PROJECT	
FUND CODE		ACTIVITY ID	
DEPARTMENT(ID)		ANALYSIS TYPE	GLE
PRODUCT			
INITIATIVE			

USF Post Office will apply a name and campus address to the mail. Then we will sort and deliver the mail to the appropriate campus address.

- What is the title of your mailing? _____
- How many pieces of mail are in the mailing? _____

• Do you want us to address the mail using the university's employee address list? yes ()

OPTION 1		OPTION 2	
Select employee type, choose one or more		Select location, choose one or more	
STAFF		TAMPA CAMPUS	
ADMIN		LAKELAND CAMPUS	
FACULTY		SARASOTA CAMPUS	
OPS		ST PETE CAMPUS	
		Select position type, choose one or more. This option does not allow you to select employee type or location	
		DEAN	
		VICE PRESIDENT	
		DIRECTOR	
		DEPARTMENT HEAD	
		FACULTY CHAIR PERSON	

Mailer understands that campus addresses and names are extracted from GEMS, and all undeliverable mail will be returned to mailer.
Signature _____

• Do you want us to address the mail using your address list that is on a disk () or an e-mail file ()? *One Please note. If you send us a MS Access file, you have to change the file extension to .txt.*

- What is the name of the program used to create your address list? _____
- What is the file name? _____

Other Services:
All campus mail should have a USF return address. If there is no return address on the outside, the department name must be located within each piece of mail. Sealing or tabbing shut campus mail is optional. Please note that our machines can only seal letter size mail.

Do you want us to :
Apply your return address Yes () No () Fold and/or stuff the mail Yes () No ()
Seal or tab shut the mail Yes () No ()

<ul style="list-style-type: none"> ▪ Give us this document and two sample pieces of the mail with each mailing. ▪ Deliver or mail disks to USF Post Office PPA109. ▪ E-mail files to bulkmail@admin.usf.edu 	Visit our Web Page – http://www.pplant.usf.edu/index.php/usf-post-office	USF Post Office use only
		CLERK'S INITIALS
Contact Information: <ul style="list-style-type: none"> • Bulk/Permit mail : 974-3885 • Billing: 974-2313 or 974-3885 		JOB #