NORTH CAROLINA CENTRAL UNIVERSITY
FOUNDED 1910

Business and Auxiliary Services
University Mail Center
A.E. Student Union
Telephone: 919-530-7262
www.nccu.edu

NORTH CAROLINA CENTRAL UNIVERSITY
MAIL REQUEST FORM

Date: _____

Department:	Fund Number:
Signature:	Purchase Order:

{ } US Mail { } International { } Interdepartmental/ Campus

CUSTOMER USE ONLY	MAIL CENTER USE ONLY

Class of Mail	No. of Pieces	No. of Pieces Verification	Unit Cost	Total Cost
{ } 1st Mail				
{ } Priority Mail				
{ } Express Mail				
{ } Certified				
{ } Insured				
{ } Delivery Confirmation				
{ } Signature Confirmation				

Total Charges $_____

Date of Charge_____

Mail Service_____

1. Designate each type, class, number of pieces of mail and attach only one Request Form for all bundles.
2. Mail must be properly addressed (complete mailing address with ZIP CODE, complete RETURN address) and Fund Number indicated.
3. Mail to be SEALED must have flaps opened and stacked together.
4. Mail received in the NCCU Mail Center by 3:00 p.m. will be metered and mailed out the same day.