



LOUISIANA STATE UNIVERSITY

Finance & Administrative Services
Auxiliary Services

USPS Domestic Mail Postage Charge Form

| | | | |
|----------------------------|------------------------|---|--------------|
| DATE | | UPS Use Only # OF PIECES / METERED BY: | |
| DEPARTMENT | | | CONTACT NAME |
| EMAIL | | | PHONE NUMBER |
| # OF MAIL PIECES | DESCRIPTION OF MAILING | | |
| DRIVING WORKTAG* | | | |
| MUST BE TYPED | | | |
| NO SPACES NO DASHES | | | |

FORM MUST CONTAIN BARCODE

*ENTER WORKDAY PROGRAM, PROJECT, GIFT, GRANT OR AGENCY DRIVING WORKTAG

REQUESTED SERVICES

FIRST CLASS MAIL

MAXIMUM WEIGHT IS 13 OUNCES, OVER 13 OUNCES, IS POSTED AS PRIORITY MAIL.

Non-Machinable Mail

MAILING SERVICES AND TYPES LISTED BELOW MAY REQUIRE SPECIAL FORMS AND MUST MEET USPS REQUIREMENTS. PLEASE INQUIRE AT Isumailsvc@lsu.edu OR 578-5114. FORMS ARE AVAILABLE THROUGH THE UPS STORE.

PRIORITY MAIL

CERTIFIED WITH RETURN RECEIPT

MEDIA MAIL

DELIVERY CONFIRMATION

-FORM REQUIRED

-SENDER'S EMAIL REQUIRED

PRIORITY MAIL EXPRESS

CERTIFICATE OF MAILING

LIBRARY MAIL

-FORM REQUIRED

-FORM REQUIRED

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| SPECIAL INSTRUCTIONS |
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-THIS FORM IS TO BE USED FOR DOMESTIC MAIL ONLY. PLEASE KEEP INTERNATIONAL MAIL SEPARATE. - MAIL MUST BE BUNDLED TOGETHER BY A RUBBER BAND, LARGE QUANTITIES OF MAIL MAY BE PLACED IN A MAIL TUB OR TRAY, AND MUST HAVE THIS DOMESTIC POSTAGE CHARGE FORM SECURELY ATTACHED IN PLAIN VIEW.

- ALL OUTGOING USPS MAIL THAT REQUIRES POSTAGE MUST BEAR A VALID UNIVERSITY RETURN ADDRESS AND SHOULD BE SEPARATE FROM ALL OTHER MAIL.
- MAIL SHOULD BE STACKED WITH ADDRESSES FACING THE SAME DIRECTION; LARGER PIECES ON THE BOTTOM, SMALLER PIECES ON TOP.
- LARGE ENVELOPES AND OVER STUFFED ENVELOPES CANNOT BE MACHINE SEALED AND SHOULD BE MANUALLY SEALED BEFORE BEING PLACED IN OUTGOING MAIL.

310 Student Union Baton Rouge, LA 70803