

<b>S&amp;R use only, please - Budget Approver:</b> <b>OSP Approver:</b>	<b>Index:</b> <b>Total:</b>
--	--------------------------------



**Shipping and Receiving Mail Authorization Form**

**Date:** \_\_\_\_\_ **Index Number:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Sender's Name:** \_\_\_\_\_

**Contents:** \_\_\_\_\_

**Value:** \_\_\_\_\_ **Special Services (insurance, signature required):** \_\_\_\_\_

<b>Mailing Service:</b> All letters, flats and parcels will be sent with First-class postage or the equivalent. If you prefer a different class of service, please record it below.	<b>Number of Pieces</b>	<b>S&amp;R use only, please Piece Count</b>

**If sending parcels, please include recipient addresses below.**

<b>Recipient Address:</b> _____ _____ _____ _____ _____	<b>Recipient Address:</b> _____ _____ _____ _____ _____
<b>Recipient Address:</b> _____ _____ _____ _____ _____	<b>Recipient Address:</b> _____ _____ _____ _____ _____

Please attach completed forms to the outgoing mail pieces and submit to S&R.