

University of Houston Clear Lake

Postal Expenditure Form

Date of Request: _____

Department Name: _____

Speed Type: _____

Cost Center: _____ - C _____ - _____ - _____
Fund Dept Program Project

Fed Ex: Yes
No

International
Domestic

Country _____

Type of Mail* : _____

** Provide description of contents (Example: Letters for Student Recruiting, Advertising Brochures, Research Samples, etc.)*

Budget Authority Signature: _____ Date: _____

Print Name: _____

OSP Executive Director Signature** : _____ Date: _____

Print Name: _____

*** Required for all international shipments or when grant cost center is charged.*

Department Contact: _____

(May include one additional email address for notification purposes only)

Instructions:

- Submit completed form via campus mail to box 0, or via email dockmailroom@uhcl.edu
- Once processed, postal services will email the total batch document to all budget authorities.

For Postal Services Use Only:

Received On: _____
Date

Cost of Postage: \$ _____

Approved by: _____
General Support Services Staff

Number of Packages: _____