UNIVERSITY OF NEVADA RENO
USPS Postage Charge Form
For use with US Mail Only

Date:_____

Department Name:_____   Mailstop:_____

Conference/Grant Name (if applicable):_____

ACCOUNT CHARGED REQUIRED

Unit	Cost Center	Fund	Function	Detail Worktag	Spend Category	Description

NEXT THREE LINES REQUIRED

Printed Name and Number for Account Charged_____

Authorized Signature For Account Charged_____

Name and Number of Person Preparing Mailing_____

CLASS OF MAIL (check one):

Postal Express (Postal Express Form Required) Library   Media Mail

First Class   International Air

Bulk Mail/Permit 26

Other:_____

Does Your Package Need Tracking		YES	NO
Is Your Letter/ Package Certified (forms required)		YES	NO
Does Your Package Require Insurance?		YES	NO

If So, How Much Is Desired? (form required) z z z z z z z z z z z

International packages require customs forms.

Do You Have A2976-R Customs Form Attached?		YES	NO
Do You Require International Registered? (forms required)		YES	NO

_____Section Below Is For Mail Services Use Only_____

Date Out:_____   Tracking Number:_____

Number of Pieces:_____

Total Charges:_____