

University of North Texas

ACCOUNT INFORMATION FORM

Letters and Flats / For Postal Charges

To: Mail Services x2286

Date: _____

Must have the first - 4 sets of #'s

Department Name: _____

Contact Person: _____ Phone #: _____

(1) ORG. DEPT* (6 Digits)	(2) FUND CATEGORY* (3 Digits)	(3) FUND* (6 Digits)	(4) FUNCTIONS* (3 Digits)

**required*

PROJECT ID (7 Digits)	PROGRAM (4 Digits)	PURPOSE (5 Digits)	SITE

PC BUS UNIT

ACTIVITY ID

ANALYST TYPE

Authorized by: _____

Mail Type 1st Class (USPS)

Please Select:

☐ First Class ☐ International ☐ Tracking ☐ Insurance ☐ Other _____

If you want Receipt of Charge Include Email _____ **Estimated Number of Pieces:** _____

Please complete the following info for **international** packages / boxes:

Detailed Item description: _____

Item Value: _____

Ship To:

Name: _____

Address: _____

City / State / Zip: _____

Providence: _____

Receiver PH#: _____