



Postage Charge Slip

Department Name:

Printed Name of Approver:

Phone Number:

Date:

Workday Worktags (complete all that apply):

Fund:

Cost Center:

Program:

Gift:

Grant:

Project:

Spend Category: SC0124

1st Class Mail

International

Express Mail

Certified/Insured/Registered/Return Receipt (circle one)

Media Mail, Presort, Other discount postage options (please specify):

Note: If no boxes are marked for processing, AU Mail Services will process mail using the most cost-effective method. Please contact Mail Services at 202.885.2249 or 202.885.2570 with any questions.