



Mailing Requisition

Morgan Hall Room 113 Ext. 1604
www.washburn.edu/services/umaps/index.html



Department _____	Project Name _____	Date _____	Job # _____
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Section 1

In order that work submitted to UMAPS may be processed and finished when needed, and in order for UMAPS to handle emergencies, work should be submitted to UMAPS well in advance of the time needed.

When work is submitted scheduling considerations will include the requesting department's deadline and previously submitted orders from other departments. Normally, scheduling is done on a first-come first served basis.

When submitting mail, all envelopes (flaps up) and postcards should be facing the same direction. All mailings, should be grouped by postage rate. All material must fit inside envelope to allow flap to close properly.

This request shall be charged to Fund: _____ Organization: _____ Postage Acct: 700100
 BulkAcct: 700120 Program: _____ Activity: _____
 UPS: 700110

I certify that there is sufficient unencumbered balance available in the account for the purpose of this order.
 Requester _____ Ext. _____ Needed by (Date) _____

Signature _____ Date: _____

Section 2

Metered Mail Bulk Mail UPS

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Section 3

Mail Service Addresses Labels Digital E-mail

Vendor _____
 Number of Pieces in Mailing _____
 Inserted _____
 Labeled _____
 Imprinting _____
 Sealed _____
 Sorted (ZIP Order) _____
 Tabbed _____
 Delivered _____
 Setup Charge _____

Labels printed by UMAPS
 • Labels must be in ZIP Code Order whenever possible.
 • File should be PC formatted using excel. The file should be comma or tab delimited ASCII (text) file, sorted by **5 digit** ZIP Code.
 • Post Office prefers mail pieces to open at top.



Section 4 UMAPS Use Only

Job Received _____ Job Out _____

	NO. OF PIECES	COST		NO. OF PIECES	COST
Inserting	_____	_____	1st Class Meter	_____	_____
Labeling	_____	_____	1st Class Bulk	_____	_____
Folding	_____	_____	3rd Class Bulk	_____	_____
Imprinting	_____	_____	Vendor Serv.	_____	_____
Metering/Cnt	_____	_____	UPS Rate	_____	_____
Sealing	_____	_____	UPS Adj. Amount	_____	_____
Sorting	_____	_____	UPS Service Charge	_____	_____
Tabbing	_____	_____			
Trans	_____	_____			
Setup Charge	_____	_____	TOTAL	\$ _____	_____