



## SLLC Mailing Request Form

**Instructions:** Complete form and submit to Facilities Services Specialist (JMZ 3215C)

Sender's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Recipient's Name: \_\_\_\_\_ Recipient's Phone: \_\_\_\_\_

Recipient's Address: \_\_\_\_\_

Qty	Mailing Service	Destination	Packaging	Cost
	<input type="checkbox"/> Federal Express <input type="checkbox"/> US Postal Service	<input type="checkbox"/> In-state <input type="checkbox"/> Out-of-state <input type="checkbox"/> International	<input type="checkbox"/> Letter <input type="checkbox"/> Pak <input type="checkbox"/> Box	
	<input type="checkbox"/> Federal Express <input type="checkbox"/> US Postal Service	<input type="checkbox"/> In-state <input type="checkbox"/> Out-of-state <input type="checkbox"/> International	<input type="checkbox"/> Letter <input type="checkbox"/> Pak <input type="checkbox"/> Box	
	<input type="checkbox"/> Federal Express <input type="checkbox"/> US Postal Service	<input type="checkbox"/> In-state <input type="checkbox"/> Out-of-state <input type="checkbox"/> International	<input type="checkbox"/> Letter <input type="checkbox"/> Pak <input type="checkbox"/> Box	

Reason for mailing: ☐ Payroll Document ☐ Prospective Student ☐ Reference Letter ☐ Other (explain below)

**SLLC policy regarding sending manuscript to publisher:** You may use FedEx to avail of the University discount. Since the University considers it as a personal expense, a check payment payable to the "University of Maryland" is required once invoice is received. Thank you.

### Department Head Approval:

KFS Account: \_\_\_\_\_ Account/Project Name: \_\_\_\_\_

USM/UMCP Foundation Acct: \_\_\_\_\_ Foundation Acct Name: \_\_\_\_\_

Authorized Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### To be completed by SLLC Business Services:

Req#: \_\_\_\_\_ Sub Code: \_\_\_\_\_ P-card Initial: \_\_\_\_\_ DMSCC Card: \_\_\_\_\_

Date Entered: \_\_\_\_\_