

**CENTRAL MAIL SERVICES
POSTAGE WORK ORDER NUMBER
REQUEST / CANCELLATION**

The purpose of this form is to provide a mechanism for requesting the assignment of a postage work order number and/or the cancellation of an existing postage work order number.

Please complete this form and fax it to Central Mail Services, 109 Dykstra Hall, 532-0187 or scan and email to centralmailservices@ksu.edu

Check the requested service:

_____ Assign a postage work order number
(complete #1 and #2 below)

_____ Cancel a postage work order number
(complete #3 and #4 below)

Department Name: _____ Customer # _____

Contact Person: _____ Phone # _____
(name)

Contact Person's E-mail Address: _____

Department Fax Number: _____

FIS Account (Org-project-fund source to be charged): _____

1. Is this a new department: Yes or No (circle one)

2. Will there be letterhead printed for new department? Yes or No (circle one)

If yes, please attach an example of the format for the letterhead.

3. What is the postage work order number to be canceled? _____

4. Date to be canceled? _____

(Department Head Signature)

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Work Management: New work order number is _____

Supervisor / Crew Leader _____ List Management _____

Business _____ Copies for: Admin Officer _____

Manager: Add Delete _____

SSL: Add Delete _____

Meters: Add Delete _____

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