



CENTRAL WASHINGTON UNIVERSITY

MAIL SERVICES DEPARTMENT UPDATE

INSTRUCTIONS

Use this form any time you need to update department changes in regard to Mail Services. Updates should also be done annually. Please complete the **entire form** as all fields are imported and overwrite existing data.

Mail Services requires this information for mail and parcel delivery, outbound mail & parcel charge backs, Postage Due & Business Reply Mail (PD/BRM) and for campus wide mail and phone book distribution.

Print a copy for your records.

Date

Department

Mail Stop

Building

Personnel Counts

Staff

Admin

Faculty

Phone books required

Number

Contact Name

E-Mail

Phone #

Please specify below the primary budget number to use for each service. This will be your default PID unless specified otherwise at time of mailing or shipping.

Charge Acct PID

Mail PID

PD/BRM PID

Fed Ex PID

Other Changes Needed