



POST OFFICE

LIBAN POST MAIL SERVICES REQUEST FORM

DATE _____

DEPARTMENT _____

NUMBER AND DESCRIPTION OF POSTAL ITEMS

No. LETTERS	ITEM DESCRIPTION (Details & Reasons for the use of University Postal Services)

UNIVERSITY CHARGES

FUND CLASS	FUND SOURCE	ACCOUNT	ORGANIZATION	FUNCTION	PROGRAM	ACTIVITY
		55197				

PTAEO Project	PTAEO Task	PTAEO Award	PTAEO Expenses	PTAEO Organization

Director/Dean

Signature

FOR POST OFFICE USE

ITEM	COUNTRY	QUANTITY	UNIT	UNIT COST L.L.	SUB TOTAL L.L.
				TOTAL	

**PLEASE NOTE THAT THIS FORM IS NOT TO BE USED FOR PERSONAL PURPOSES:
IT IS USED FOR UNIVERSTY BUSINESS MAIL ONLY.**