



**WINSTON-SALEM**  
STATE UNIVERSITY

**POST OFFICE**  
**Departmental Mailing Form**

**Date:** \_\_\_\_\_ **FUND No.**

**Department:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Approving Signature:** \_\_\_\_\_

**For Internal Use Only**

**Number of Pieces:** \_\_\_\_\_ **Start Count** \_\_\_\_\_ **End Count** \_\_\_\_\_

**Postage: Beginning** \_\_\_\_\_ **End** \_\_\_\_\_ **Total** \_\_\_\_\_

**Total Charged to Fund:** \$ \_\_\_\_\_

**Clerk Initials :** \_\_\_\_\_

**Date Shipped:** \_\_\_\_\_