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 # ________________________
______________________________
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)

Central Mail Use Only

Work Management: New work order number is ____________________________

Supervisor / Crew Leader __________________________
Business
Manager: Add Delete ______
SSL: Add Delete ______
Meters: Add Delete ______

Central Mail Use Only

List Management: __________________________
Supervisor / Crew Leader __________________________
Business
Manager: Add Delete ______
SSL: Add Delete ______
Meters: Add Delete ______

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