

Postage Metering Account Authorization Form

Purpose:

Use this form to authorize a department (other than your own) to use your postage metering account number. The department requesting authorization must obtain signatures from each department head before the mailing is presented to Central Mail Services. This form must accompany each mailing to be metered with a different postage meter number than your own department number. This form will be kept on file for one year. Complete the form, sign and mail it to Central Mail Services at 109 Dykstra Hall.

One-time mailing:

Complete this section if this is a one-time mailing.

Name

Mailing Date

Meter Account Number to be used

I authorize (department name) to use this (account number)

Authorized signature of meter account number holder

Authorized signature of sending department

Annual mailing:

Complete this section if the meter account number is to be used on an annual basis.

Meter Account Number to be used:

I authorize (department name) to use this (account number)

Authorized signature of meter account number holder

Authorized signature of sending department

NOTE: If this mailing is to go through automation mail service please contact Central Mail Service before processing. For further instruction call Central Mail at 532-7751.