

For grant accounts: Please complete all areas of the form. Send the form as an email attachment to Kathy Moore at moorek@ccsu.edu for review/approval. Kathy will then forward the form to Katherine Arasimowicz. Accounts may take up to 3-5 business days to be established.

Establish CCSU Mail Account Form

Instructions:

1. User must complete form and submit to Katherine Arasimowicz (username:Arasimowicz@ccsu.edu).
2. Once the mail account has been established Katherine Arasimowicz will notify the responsible person of the mail bag account number.

Date:_____.

Title of Mail bag:_____.

Individual who will be responsible for this mail account:_____.

Phone #._____ Building & Room #._____.

Banner Index number: _____ Amount to transfer
under grant provisions: _____.

Budget Manager approval:_____.

Duration of mail account:_____.
(e.g. from 04/01/14 – 06/30/14) if funds expire or indicate indefinite if mail account will be an ongoing.

E-mail Katherine Arasimowicz when mail account will be closed out. If a mail bag was distributed, it must be returned to the Mail Services Department.

Mail Services Use Only:

Mail Bag #:_____

Mail Bag Department Name:_____.