



New Mail Bag Account Request Form

Instructions:

1. User must complete form and submit to [Budget Office](#) for approval.
2. Once the mail account has been established the Budget Office will notify the [Mail Room](#) and the Requestor 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: _____

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 the [Mail Room](#) when mail account will be closed out. If a mail bag was issued, it must be returned to the Mail Services Department.

For grant accounts: Please complete all areas of the form. Send the form as an email attachment to [Kathy Moore](#) for review/approval. Kathy will then forward the form to the [Budget Office](#). Accounts may take up to 3-5 business days to establish.

Budget Use Only:

Mail Bag #: _____

Mail Bag Department Name: _____