



WSU Postage Charge Card - International Mailings

Purchasing	222211	03-11-2016	50	D	SINGLE TRANSACTION I.R.B NO.
Department Name	Account Number	Date	Pieces	Class Code	
 Mail Services: 313-872-4623		 *222211*			Leave blank if postage is to be charged to departmental standing I.R.B.
This card must be banded to or accompany each letter, group of letters, trays or parcels sent to the university Mail and Addressing Services for metering or permit processing. All boxes above must be completed and authorized by the appropriate account administrator or designee. Failure to attach the POSTAGE CHARGE ORDER with the correct alpha "MAIL CLASS CODE" will result in delay or return of your mail. Do not intermix with stamped mail. One Card Must Be Used For Each Mail Class Code				Postal Class A- Letters, Post Cards (Std. Sizes) B- Flats-Manila Envelopes C- Priority Mail D- Foreign F- Bulk Mail (min-200) H- Parcel Post, Books, Films, Etc. J- Permit Mail (300 piece min.) K- Registered, Certified, Express If "K" - Circle your choice. If "Certified" you must complete a green certified receipt label **Failure to include a Certified Mail Return Receipt, may result in the return of your mailout**	
Initiated by Bob Kuhn		Phone 577-3734		Approved by	