DAILY POSTAGE LOG

Please fill out one of these forms on a daily basis for the daily mail pick-up at your site. It must accompany your mail bundle in order for it to be processed and charged to your site accurately.

Preparing mail for pick-up

1. Bundle mail together by budget code.
2. Attach properly filled out daily postage log to each bundle.
3. Mail that does not have a daily postage log will be charged to your discretionary budget.

Date: _____

Site/Department: _____

Contact Person: _____
                              Name   Phone Number

Fund	School	Resource	Project Year	Goal	Function	Object 5910

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