Incoming Mailroom Campus Box Distribution Form

All campus box distributions require the following:

- Delivery of the materials to any Central Services department (Incoming Mailroom, Copy Center, or Shipping/Receiving) along with completed distribution form. If the materials are being copied/printed by the Copy Center, please provide the completed form to the Copy Center when placing the copy request.
- Signature of either the Vice President, the Dean or their authorized staff on this form may be required after review by the Central Services staff.
- Each distribution will be evaluated for a completion time frame upon drop off. The completion time will depend on distribution size and current mailroom workload. The staff will make every effort to meet your requested date of distribution.

Only mailroom staff can complete the distribution due to mailroom security.

Project requested by (name)____________________________________________________

Contact info-phone:___________________________ e-mail _________________________

Project name__________________________________________

# of pieces supplied________________________ Return extras to CB#___________

Date Delivered ____________ Requested date of distribution ________________

Scope of Distribution: Please check all that apply

- All Campus (quantity ~ 1800)
- Undergraduate Day Students (quantity ~ 1200)
- Faculty (quantity ~ 200)
- Staff (quantity ~ 400)
- Attached List (quantity _________)

Department Authorized Signature________________________

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Mailroom Use Only

Student Boxes 1000 1100 1200 1300 1400 1500 1600 1700 1800 1900 2000 2100 2200
  2300 2400 2400 2600 2700 2800 2900 3000
Facility/Staff Boxes 1-80 Facility/Staff Boxes 81-175 Facility/Staff Boxes 176-300

Faculty/Staff Boxes 301-316

Short: how many _________ Extra: how many _________ Returned to CB #___________

Completion Date/Time ___________________________ Initials___________