



JOHN JAY COLLEGE FORM BUS.014.1
Office: Finance and Administration
Department: Business Services
Contact: Mail Operations
Last Modified: January 18, 2013

UPS APPROVAL FORM

Date: _____

Department Code: _____

Sender: _____
Please Print

Department Name: _____

The above named wishes to send this letter/package by UPS.

By signing below, the Chairperson agrees that the cost of sending this letter/packet by UPS will be billed to the appropriate non-tax levy account.

Chairperson/Director's Printed Name

Signature

Date

OR

Division VP's Printed Name

Signature

Date

UPS Mail is sent from the Mailroom, Room L2.66.00 and has to be there by 2:00pm to be processed the same day