A revised meter mail slip, dated 9/02, is coming into use. This has some changes as noted below, but is generally similar in design and function to the previous version.

It continues to be ordered through Purchasing, via the NOVA system or the Administrative Forms Requisition, and retains its same form number: 60-005-826.

Existing stocks of the old form do not expire and can be used up.

Charges can now be split among as many as three budgets. (Note that if more than one budget is listed, the percentage split must be specified by the user.)

Campus zip is requested in order to route the customer copy back more accurately.

Initials of the processing clerk will appear at upper left.

Total amount will appear on one of these lines—no longer at bottom.

Services available have been updated to comply with current USPS practice.

This section will allow the Post Office staff to record any problem with the mailing.