

**FLORIDA INTERNATIONAL UNIVERSITY  
POSTAGE VOUCHER**

Date

**STAMPED**

**Activity Number (Required)**  **Activity Department Description (Required)**

**COST PID (Optional)**  **Task (Optional)**  **Budget Ref: (Optional)**

**Cost PID** - To track expenses related to faculty allocations.

**Task** - To track expenses that have a similar purpose as assigned, for example Critical Investments.

**Budget Ref** - To track specific years for Financial Aid and COM only.

-----OR-----

**Project**  **Fund**

**Fund** - To be used for Cost Share only

	CODE	TYPE OF MAIL	Number of Pieces	Amount Spent (For Mailroom use only)	
1	First Class	Priority Mail/Express Mail			
2	First Class	Letters			
3	First Class	Flats			
4	Certified	Keep Separate -- US only -- No Indemnity. Show Name & Dept. on Return Receipts			
5	Registered	Separate Domestic From International. Show Name & Dept. on Return Receipts			
6	Insured	Must Show Value: _____ Show Name & Dept. on Return Receipts			
7	Foreign	Must Be Separated From Domestic Mail on Another Voucher			
8	Bulk Mail	US only. 200 pieces or more. Sealed, Identical in Content & Weight			
9	Postage Due	Business Reply / Short Paid			
10	Parcels	Packages			
11	Media Mail	Books			
12	Library Mail	From One Library to Another Library.			

**Quantity      Dollars      Cents**

"I certify that the pieces of mail indicated on this voucher do not contain personal mail."

Authorized Signature: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

**\*MAIL ACCOMPANIED BY AN INCOMPLETE MAIL VOUCHER WILL NOT BE PROCESSED.\***