



University Mail Service

New Mail Stop/Change/Move Request Form

Requesting Department:

Date:

Requestor's Name:

Phone:

Billing Account:

Authorized Signature:

Please select your type of request

Request for New Mail Stop Code

Department/Division

Room Number

Building

Change or Delete an Existing Mail Stop Code

Name Change

Delivery Change

Current Mail Stop Code

Current Delivery Location

Current Department Name

New Delivery Location

New Department Name

Delete Current Mail Stop Code

Department/Division

Mail Stop Code to be Deleted

Explanation for new request, change or deletion:

Department Approval:

Date:

Mail Services Supervisor:

Date:

Operations Mgr/Director:

Date:

For Internal use only

Update Mail Code listing(Caging Area)

Update mail-stop database in SCL

Update Route Sheets

Update Customer mail stop listing

Update Alpha/Numerical spreadsheet

Completed form mail to 1585 TAMU or scan to mail@tamu.edu