

High Importance Campus Mail Form

Please make a copy of this form for your own records. Once the item is delivered, you may also request a completed copy from the Mail Center: mailcenter@jsu.edu.

Blank copies of this form can be found at jsu.edu/mailcenter.

This form is for departmental purposes only.

Name of Department:

Budget Number:

Date:

Signature:

(This section is to be filled out by the University Mail Center Staff)

Picked Up By:

Date:

Signature:

Received By (Carrier):

Date:

Signature: