

Authorization to Hold Mail

We can hold your mail for a minimum of 2 days, but no more than 8 weeks.



**BALL STATE
UNIVERSITY**
Purchasing Services
Central Mail

Instructions: Download and complete this form. Then, do one of the following:

- (1) Submit by Email to delivery@bsu.edu
- (2) Give to your mail carrier. Place it in your department's outgoing mailbox or;
- (3) Present to an employee at Central Mailing.

For Customer Use, Please Complete Form:	Select <u>one</u> of the following:
Department Name:	<input type="checkbox"/> A. I will pick up all accumulated mail and packages from Central Mail.
	<input type="checkbox"/> B. Please deliver all accumulated mail and packages while resuming normal deliveries on the end date shown below.
Building & Room Number:	Start Date:
Phone Number: _____	End Date:
Print Name:	Signature: <small>(Sign if mailed back in)</small>
Notes:	
For Purchasing Use Only	
Mail Route:	Material Handler:
<input type="checkbox"/> The customer has picked up accumulated mail.	Resumed Delivery of Mail (MM/DD/YYYY): _____