



University of California, San Diego
 Integrated Procure-to-Pay Solutions
 Mail Services – Campus Mail

Customer Supplies

Complete the form, save as PDF, and submit through ASK. OR click the Submit via ASK button to have your order submitted.

Name:	Current Date:
Email:	Department:
Phone Number:	Mail Code:
Pick-up (mail)	Delivery (empty)
Number of trays:	Number of trays:
Number of tubs/boxes:	Number of tubs/boxe:

Item Description	Quantity	Item Description	Quantity
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Recycled Intra-campus Envelopes (based on availability)

Small (50 max):	Large (50 max):
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Outgoing Mail

Clear Shipping Documents Pouch:	USPS Priority Mail 9.5"x12" Flat Rate Envelope:
FedEx Envelopes w/ Clear Pouch:	USPS Priority Mail Flat Rate Padded Envelope:
FedEx Small Pak:	USPS Priority Mail Tyvek Envelope:
FedEx Large Pak:	USPS Priority Mail Small Flat Rate Box:
FedEx Padded Envelope:	USPS Priority Mail Medium Flat Rate Box:
FedEx Small Rectangular Box:	USPS Priority Mail Large Flat Rate Box:
FedEx Medium Rectangular Box:	USPS Priority Mail Labels:
FedEx Large Rectangular Box:	USPS Express Mail 9.5"x12" Flat Rate Envelope:
UPS Express Envelope:	USPS Express Mail Padded Envelope:
UPS Express Padded Envelope:	USPS Express Mail Labels:
UPS Small Rectangular Box:	USPS Tracking Labels:
UPS Medium Rectangular Box:	USPS Signature Confirmation Receipt:
UPS Large Rectangular Box:	USPS Certified Mail Receipt:
	USPS Return Receipt:
	USPS Insured Mail Receipt (\$200 or less):
	USPS Insured Mail Receipt (More than \$200):

If you have problems with Submit button, save as .pdf and submit via ASK: <https://ask.ucsd.edu/> (you will need your SSO)