

Departmental Mail Pickup Authorization

Starting Thursday, March 19, 2020 until further notice, University of South Florida mail and packages will be received, sorted, and held at campus receiving locations for pickup by authorized department personnel. To pick up mail and packages, the authorized employees must show their USF identification card.

E-mail this completed form to **bulkmail@usf.edu** to designate employees authorized to pick up departmental mail and packages. The form must be signed and submitted by a department head or Vice President. Please call (813) 974-2182 with any questions.

Choose Campus Locations:

- Tampa Post Office
 Tampa Central Receiving
 St. Pete Mail Center
 Sarasota-Manatee Mail Center

Department/Office Name: _____

Mailcode: _____

Choose pick up day(s):

- Monday Tuesday Wednesday Thursday Friday

Employee(s) authorized to pick up department mail:

Name: _____ Employee ID #: _____

Name: _____ Employee ID #: _____

Name: _____ Employee ID #: _____

Department Head or Vice President:

Name: _____ Title: _____

Date: _____

Signature: _____