

# 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](mailto: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: \_\_\_\_\_