

UNIVERSITY OF CINCINNATI MAIL LOCATION DELIVERY POINT REQUEST FORM

Instructions:

- Use a separate form for each delivery point.
- To delete a delivery point, complete sections 1, 2, and 3 only.
- For all other requests, complete sections 1, 2, 3, and 4.
- Mail Location is referred to as Storage Location in UC Flex.
- The "Attention To" field should just include a Title, not the name of an individual, e.g. Dept. Head, Business Manager, etc.
- Send the form to David Breen via email at David.Breen@uc.edu , via fax at 556-3408, or via mail at ML 0041.

Section 1 -- Complete all information.

Date: _____ **Requested by:** _____

Dept Name/College: _____

Phone number: _____ **Fax number:** _____

Section 2 -- Check one of the following:

☐ **Modify delivery point below.**

☐ **Delete delivery point below**

☐ **Add new delivery point.**

Section 3 -- Enter your current Mail Location and Delivery Point that you wish to change or delete. If you are adding a new delivery point only enter your current Mail Location without a current delivery point:

Current Mail Location/ Del. Pt.

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Section 4 -- Enter your Internal Papers Address as it should appear on a Purchase Order (this is the address to which your copy of the purchase order will be sent):

Internal Papers			
Attention to:			
Department:			
Room & Building:			
Institution:	University of Cincinnati		
PO Box or Street:			
City, State Zip:	Cincinnati	OH	-

Section 5 --Enter Delivery Address as it should appear on a Purchase Order(this is the final point to which your items will be delivered):

Delivery Point			
Department:			
Room & Building:			
Institution:	University of Cincinnati		
PO Box or Street:			
City, State Zip:	Cincinnati	OH	-