

# 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](mailto: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			
<b>Attention to:</b>			
<b>Department:</b>			
<b>Room &amp; Building:</b>			
<b>Institution:</b>	University of Cincinnati		
<b>PO Box or Street:</b>			
<b>City, State Zip:</b>	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			
<b>Department:</b>			
<b>Room &amp; Building:</b>			
<b>Institution:</b>	University of Cincinnati		
<b>PO Box or Street:</b>			
<b>City, State Zip:</b>	Cincinnati	OH	-