

University of Toronto Scarborough Facilities Management 1265 Military Trail Scarborough, ON M1C 1A4 Phone : 416-287-7590

## **CANADA POST FORM**

As of August1st, all mail requiring postage must be accompanied by this form. Please complete, sign and attach this form with all envelopes/ packages. Any envelopes/ packages dropped off in the mail room without this form <u>will not be</u> stamped or processed and will be returned to the department.

Date:		
Name:		
Department:		
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CFC:		
FUND:		
Number of Pieces:		

\* Note: For large quantities of mail, please see Stores Staff.

Signature:		Print Name:	Date:	
	Comments:			