

Finance – One Washington Square – San José, CA 95192-0008

Main: 408-924-1558 Fax: 408-924-1698

*This form is used to request a new or modify existing department four-digit extended zip. If this extended zip request is connected to a department reorganization (e.g. new department, department splitting or merging with another), please refer to the [Department Organization Changes](#)<sup>1</sup> for additional instructions. **Complete all sections, obtain Approving Official's signature, and send it to Sonja Bowsky in Distribution Services, extended zip 0001.***

**I. Requestor Information**

Name: _____	Date: _____
Department: _____	Email: _____
Phone: _____	

**II. Request Type**

a. Effective Date: \_\_\_\_\_

b. Select Action:           New           Delete           Update \*

\* If update, provide explanation: \_\_\_\_\_

c. Department: \_\_\_\_\_ Bldg/Room: \_\_\_\_\_ Current Ext. Zip: \_\_\_\_\_

d. Office Hours: \_\_\_\_\_ Is delivery location off-campus?           Yes \*\*           No

\*\* If yes, enter address (street, city, state, zip): \_\_\_\_\_

e. Service type (check all that apply):

USPS or Intercampus Mail <b>to</b> this location.	DHL, FedEx, UPS or other carrier <b>to</b> this location.
USPS or Intercampus Mail <b>from</b> location.***	DHL, FedEx, UPS or other carrier <b>from</b> this location.

f. \*\*\* If USPS mailing will come **from** location, provide department chartfields to charge postage expenses to:

Account	Fund	DeptID	Class (optional)	Program (optional)	Project (optional)

**III. Authorization**

Approving Official <sup>2</sup> Signature: _____	Date: _____
Approving Official Name (print): _____	Title: _____
Approving Official Email: _____	Phone: _____

**Distribution Services Use Only**

Zip Code Extension: _____	Date: _____	Completed By: _____
<input type="checkbox"/> Billing/Journal Upload	<input type="checkbox"/> Campus Ext. Zip Codes	<input type="checkbox"/> DYMO Print File
<input type="checkbox"/> Mailbox Created	<input type="checkbox"/> Neopost Meter	<input type="checkbox"/> Route Checklist
		<input type="checkbox"/> Invoice Detail Reports
		<input type="checkbox"/> Label Printed
		<input type="checkbox"/> Zip Code – Wall Charts

<sup>1</sup> Dept. Organization Changes- [http://www.sjsu.edu/finance/policies\\_guidelines/dept\\_org\\_change\\_guidelines/index.html](http://www.sjsu.edu/finance/policies_guidelines/dept_org_change_guidelines/index.html)

<sup>2</sup> As outlined in the [Delegation of Authority for the Approval of Financial Expenditures Guidelines](http://www.sjsu.edu/finance/policies_guidelines/daafe_guidelines/index.html) ([http://www.sjsu.edu/finance/policies\\_guidelines/daafe\\_guidelines/index.html](http://www.sjsu.edu/finance/policies_guidelines/daafe_guidelines/index.html))