

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

Main: 408-924-1558

*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](#)¹ 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 to this location.	DHL, FedEx, UPS or other carrier to this location.
USPS or Intercampus Mail from location.***	DHL, FedEx, UPS or other carrier from 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 ² Signature: _____	Date: _____
Approving Official Name (print): _____	Title: _____
Approving Official Email: _____	Phone: _____

Distribution Services Use Only

Zip Code Extension: _____ Date: _____ Completed By: _____

Billing/Journal Upload
 Campus Ext. Zip Codes
 DYMO Print File
 Invoice Detail Reports
 Label Printed

Mailbox Created
 Neopost Meter
 Route Checklist
 Zip Code – Wall Charts

¹ Dept. Organization Changes- <https://www.sjsu.edu/fabs/how-we-can-help/policies-guides/dept-org-changes>

² As outlined in the [Delegation of Authority for the Approval of Financial Expenditures Guidelines](#)