UPS Airbills:
Insert YOUR Name & Phone#.
Insert YOUR Acct# in “Billing Reference” field.

- Write CLEARLY. Use Ball Point Pen & penetrate all airbill copies.
- All Affiliates have been given a unique reference number (Call Mail Services Supervisor X-1175 if you don’t know yours).
- DMC Mail Services will enter the reference # for personal shipments which must be paid for in advance. Items will NOT be sent out until Bursar receipt is presented.

State Accts: Use Your Depts full 8 digit acct# (no dashes).
CALL YOUR DEPT HEAD IF YOU DON’T KNOW YOUR 8 DIGIT ACCT#

RF Grant Accts: Use full 14 digit Acct# PPPPPPPTTAAAAAA
P=Project#, T=Task#, A=Award#

Same applies to State and RF Reqs for meter postage services (certified, large mailings, etc..). For State Accounts Use full 8 digit State acct# in the “charge to” section.