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| C:\Documents and Settings\jdpenn\Desktop\primary_OSU.jpg | **University Assessment and Testing**  **Mailing Expenses Request Form**  (this form should be uploaded with your budget request form) |

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| **Item to be Mailed** | **Approximate Number of Item to be Mailed** | **Assessment Activity for Which the Mailing Expenses Will be Used** | **Cost Per Item to Mail** | **Total Amount Requested** |
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**Department Name:** Type Department Name Here

**Degree Program:** Type Program Name Here