|  |  |
| --- | --- |
| 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) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Department Name:** Type Department Name Here

**Degree Program:** Type Program Name Here