

STOP Number Requisition

When applying for a new STOP number, please consider the significance of the request. The STOP number becomes part of the United States Postal Service national directory and the four digits in the zip + 4. Example: Someone sending mail to General Services would address the letter/package to-

General Services
3601 4th Street STOP 9012
Lubbock TX 79430-9012

Departments are responsible for ensuring the STOP number is used on every mail piece or package. Failure to do so may delay delivery, or may cause items to be returned to sender for lack of delivery information. Failure to have the STOP on the piece also may require that the department retrieve the item, and/or in the case of packages received via FedEx, UPS, etc., the item may be subject to a \$10.00 research fee.

Provide the information below and submit the request to Mail Services STOP 9415. A panel will review the request and decide to grant or reject.

New Department Name _____

New Location _____

Dept Orgn number(s) _____

Is the new department associated with an existing department? Yes _____ No _____

If yes, what department? _____ STOP _____

Will the new location have someone present from 8:00am till 5:00pm Monday through Friday?

Yes _____ No _____

Why is a new STOP necessary?

How will existing STOP(s) be effected?

NOTICE: Departments are responsible for ensuring employees notify Purchasing, Human Resources, IT, Vendors, etc. of any changes concerning mail STOP(s). Mail Services/Receiving will not redirect mail and packages based on names.