

NEW DESIGNATION FORM

Please fill out this form (legibly) and send completed form to deliveryservices@uh.edu. The requested change will be effective starting August 15th, 2022. If there is a need for an earlier start date, please mark your request as "Urgent".

Employee's Name:

Employee's PSID: Employee's Mail code:

Designee Name: Designee PSID:

Designee email:

I authorize and acknowledge that will serve as my designee and will pick up mail and packages on my behalf. The new designation will remain in effect until notified otherwise.

Designee must sign in agreement to pick up employee's mail and packages.

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Employee Signature Date

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Designee Signature Date