Procedure

1. The Bulk Mail project is submitted to an outside vendor for cost estimate. Most vendors can provide a price within 48 hours. NOTE: The vendor should be given ample notice so that the bulk mail project can be completed on time.

2. Based on the postage estimate prepare a Bulk Mail Request form and send it to the General Accounting Office email: generalaccounting@clarku.edu.

Figure 1 Bulk Mail Request Form
3. In the top section enter your name, your department, and an extension where you may be reached. Then, enter the description of the mail piece. Keep in mind that the description field is limited to only 35 characters and spaces. Also, indicate the name of the Mailing House and the expected mailing date.

4. Please sign and have this form approved before submitting it to General Accounting.

![Bulk Mail Request Form](image)

Figure 2 Bulk Mail Request SAMPLE – Description Section
5. Complete the Charge section with the department’s budget codes. (The Credit section is automatically populated.)

![Bulk Mail Request SAMPLE – Charge section]

6. Please allow 7 business days to ensure sufficient funds are on deposit in the Clark Bulk Mail account at the Worcester Post Office. General Accounting will notify you only if the bulk mail account balance is insufficient and will possibly delay the mailing.

7. When the department receives the actual cost of the postage send a copy of the notice to the General Accounting Office email: generalaccounting@clarku.edu. General Accounting will record the expense based on this notice.