




BULK MAIL OPERATIONS DEPARTMENT INSTRUCTIONS

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.



BULK MAIL REQUEST FORM

Person requesting service	
Department	
Telephone	
Date needed	

Quantity	Description	Unit Price	Extension
			\$ -

Mailing House:	
Expected Mailing Date:	

Submitted by: _____ Date: _____

Approved by: _____ Date: _____

This CHARGE section to be completed by department / group requesting the service

Index	Fund	Organization	Account	Debit

This CREDIT section to be completed by General Accounting Office

Index	Fund	Organization	Account	Credit
	10OPER	5110	1516	

General Accounting Use Only	Journal Type:	Date:
		JV#

Approval: _____ Date: _____

Entered: _____ Date: _____

Path: File: Y:\generalaccounting\Desk Procedures\Bulk Mail Procedure\Bulk Mail Request Form REVISED 032615.xlsx

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.

CLARK UNIVERSITY 1887
CHALLENGE CONVENTION. CHANGE OUR WORLD.

BULK MAIL REQUEST FORM

Person requesting service	Tim Smith	
Department	History	
Telephone	7470	Date needed 2/1/2015

Quantity	Description	Unit Price	Extension
	"Trash Through the Ages" event		
500	Postcard Postage	0.34	170.00
			\$ 170.00

Mailing House:	Curry Printing
Expected Mailing Date:	05/21/15

Submitted by: _____ Date: _____

Approved by: _____ Date: _____

Figure 2 Bulk Mail Request SAMPLE – Description Section

- Complete the Charge section with the department's budget codes. (The Credit section is automatically populated.)

This CHARGE section to be completed by department / group requesting the service				
Index	Fund	Organization	Account	Debit
	21043	4281	7390	

This CREDIT section to be completed by General Accounting Office				
Index	Fund	Organization	Account	Credit
	10OPER	5110	1516	

Accounting Use Only	Journal Type:	Date:
		JV#

Approval: _____ Date: _____

Entered: _____ Date: _____

Figure 3 Bulk Mail Request SAMPLE – Charge section

- 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.
- 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.