

## 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: <a href="mailto:generalaccounting@clarku.edu">generalaccounting@clarku.edu</a>.

Person requesting service				
Department				
Telephone			Date needed	
Quantity	Descrip	tion	Unit Price	Extension
				<b>\$</b> -
			=	<u> </u>
Mailing House:				
Expected Mailin	ng Date:			
Submitted b	ру:		Date: _	
	ру:			
Approved b	ру:		Date:	
Approved b	ру:		Date:	
Approved b	oy:  GE section to be compl	eted by department / gr	Date:	ne service
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Approved to This CHARGINGEX  This Index  General Accounting Use Only	GE section to be complete Fund  Is CREDIT section to be Fund  100PER  Journal Type:	Organization Organization  e completed by General Organization 5110	Date: JV#	ne service Debit e Credit
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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.

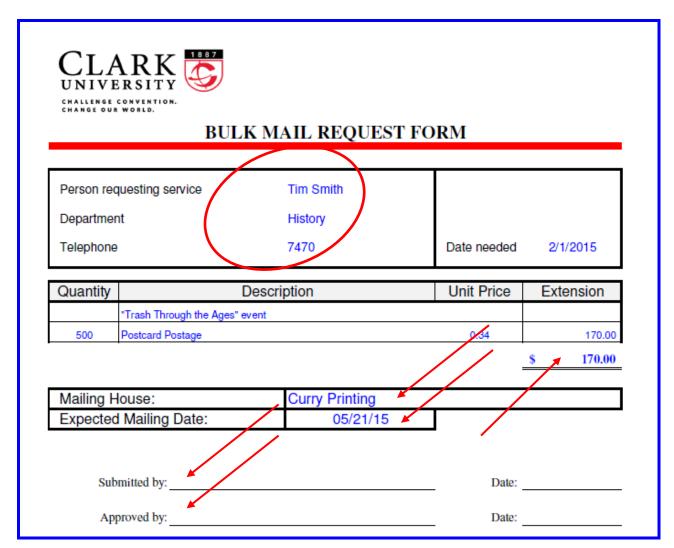


Figure 2 Bulk Mail Request SAMPLE – Description Section

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

This CHARGE	section to be comp	pleted by department / gr	oup requesting the	e 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				
			Date:				
Accounting Use Only	Journal Type:						
			JV#				
Approval:			Date:				
Entered:			Date:				

Figure 3 Bulk Mail Request SAMPLE - Charge section

- 6. Please allow <u>7</u> 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: <a href="mailto:generalaccounting@clarku.edu">generalaccounting@clarku.edu</a>. General Accounting will record the expense based on this notice.