



Bulk Mailing Authorization Form Permit #219

ULM's Bulk Mail Policy serves to ensure Campus Mail, ULM Identity Standards, and USPS Requirements are being met.

#219 Bulk Mail – Please, make sure you have minimum 200 pieces. The estimate of cost depends on the size and weight of the actual correspondence.

Please follow these steps:

1. FORM

Print Bulk Mail form at: content/bulk-mailing-authorization-permit-219

2. INDEX ACCOUNT

Your approving agent or supervisor (budget manager) will provide the Index Account Code and signature to ensure proper internal billing.

3. EXTENDED ZIP CODE

Go to Campus Mail Services to verify that the Index Account Code numbers and the Extended Zip Code match. Campus Mail Services must also sign the form.

4. VISUAL APPROVAL

Take the form and correspondence to Office of Marketing and Communications to ensure the design quality and if it matches the ULM's Identity Standards.

5. TWO COPIES

After form is complete, a copy needs to be sent to Campus Mail Services and another copy with the job to the print shop.

IMPORTANT NOTE: Please allow a minimum of 3 to 5 business days for approval and possible revisions to meet university postal and identity requirements.



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Please make sure you have read the Bulk Mailing Permit Authorization policy *prior* to completing this form.

TITLE OF PRINTED MATERIAL	DEPARTMENT
QUANTITY TO BE MAILED	BANNER INDEX# & POSTAL CODE
DATE OF REQUEST	INTENDED MAILING DATE
PERSON SUBMITTING REQUEST + PHONE EXTENSION	PERSON SUBMITTING REQUEST (SIGNATURE)
REQUESTING AGENT + PHONE EXTENSION	REQUESTING AGENT (SIGNATURE)
APPROVING AGENT + PHONE EXTENSION	APPROVING AGENT (SIGNATURE)
OFFICE OF MARKETING & COMMUNICATIONS APPROVAL	CAMPUS MAIL SERVICES APPROVAL
<input type="checkbox"/> APPROVED AS IS <input type="checkbox"/> APPROVED WITH NOTED CORRECTIONS: <input type="checkbox"/> NOT APPROVED FOR THE FOLLOWING REASON:	

Updated 12/2022

#TAKEFLIGHT