

All fields are required information

**ATTENTION:** The mail room maintains the funding bulk account #387 Hayward and #314 Oakland.  
To ensure that adequate funds are available, this form **MUST** be submitted with ALL mailings.

**Date:** \_\_\_\_\_  
**Department:** \_\_\_\_\_  
**Requested By:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_

**Date to be sent out:** \_\_\_\_\_

**Description:** \_\_\_\_\_

**Number of peices:** \_\_\_\_\_ **Estimated cost per piece:** \_\_\_\_\_

Account	Fund	Dept ID	Program	Class	Project/Grant

**Name of off-campus contractor if applicale:** \_\_\_\_\_

**Special Instructions:**

**Labels to be furnished:**  Yes  No

Department Approval

**Approved by:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

University Mail Services Use Only

**Date:** \_\_\_\_\_

**Weight per peice:** \_\_\_\_\_

**Number of pieces:** \_\_\_\_\_

**Department cost:** \_\_\_\_\_

**Number of hours:** \_\_\_\_\_

Submit with documents to  
University Mail Services  
Bulk Mailing Service Request  
CY 8