

School Board of Alachua County Approval for Bulk Mailing

Complete **ALL** the requested information below and fax to the Public Information Office at 955-6700 for confirmation of funds **PRIOR** to going to the Post Office.

This form must be signed by the appropriate people and it needs to have the required US Post Office forms (PS Form 3602-N or PS Form 3602-NZ) at time of mailing.

School/Department Name:	Name and Title of Person Doing the Mailing:
<i>If using an outside mailing service:</i> Name of Agency and Contact Person:	Phone Number:
	Fax Number:
Date material is to be mailed:	Number/Cost of Pieces to be mailed:
Type of mailing (please check one) <input type="checkbox"/> Letters/Envelopes <input type="checkbox"/> Post Cards <input type="checkbox"/> Other _____	
Description of Material to be Mailed: _____ _____	

Principal/Department/Supervisor _____
Date

Bookkeeper _____
Date

To be completed by the Public Information office <u>prior</u> to giving to Post Office	
<u>Are Funds Available</u>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Today's Date: _____ Signature: _____
<i>(Mailings will be refused if no signature listed in this box.)</i>	