



Communications/Community Initiatives
Funds Verification for Bulk Mailing

Complete the requested information below **PRIOR** to going to the Post Office.

Email to the Communication/Community Initiatives Office at patty.underwood@gm.sbac.edu
or Fax to: [844-273-4946](tel:844-273-4946)

This "signed" form must be accompanied with your bulk mailing, #156, at the Post Office and a copy of the transaction with number of pieces mailed and total postage used needs to be trucked or faxed to the Communications/Community Initiatives Department at the District Office (use the above-mentioned email or fax). *If you are using an outside source to do your bulk mailing then please ask them to send the information when completed.*

School/Department Name: _____

Name: _____ Title: _____

Date of Mailing: _____ Number of Pieces: _____ Cost: _____

Type of Mailing: Letters/Envelopes
 Postcards
 Other: _____

Description of Mailing: _____

If using an outside printing/mailing service:

Name of Agency: _____

Contact Person: _____ Phone Number: _____

**To be completed by the Communications/Community Initiatives Office
PRIOR to taking to Post Office**

Funds Available: Yes No Date: _____ Signature: _____