



# **BAKERSFIELD CITY SCHOOL DISTRICT**

EDUCATION CENTER – 1300 BAKER STREET, BAKERSFIELD, CA 93305

## *Department of Stores and Purchasing*

### **Mail Procedures & Services**

To help minimize mailing expenses, the Mailroom Division can assist your school site or department with the following types of mailings:

#### **First Class Mail –Metered Procedure:**

Provides a safeguard for District assets and an efficient way to account for monies spent on postage.

- Use the postage meter when mailing first-class mail. First-class mail may be sent to the mailroom by District trucks.
- **Please make sure your site name is on the return address.** Check with Duplicating to order envelopes. **(Envelopes received with missing information will be returned to your site for completion.)**
- **#10 Envelopes should not be sealed**, each flap needs to be down just like they come new in the box, then rubber banded together. (i.e. flaps should not overlap each other)
- Flat Rate Envelopes need to be sealed. **The metal clips must be covered.**

#### **Ordering Postage Stamps:**

Please send a memo ([sample](#)) to the mailroom - original and **2 copies** with the budget and number of rolls needed (2 rolls maximum per order). **Your memo must have your principal's signature to be valid.** First-class stamps are [\\$73](#) for a roll of 100 stamps.

#### **Certified Mail & Return Receipts:**

You can request forms from the mailroom.

- Certified Mail [\\$4.85](#)
- Return Receipt [\\$4.10](#)

#### **FedEx Overnight Procedure:**

Please complete the [FedEx Priority Overnight Request](#), along with contents for mailing to the mailroom by **1:30 pm**. If received after 1:30 pm, mailing may not go out same day. **\*\*Please note, FedEx services do not mail to P.O. Boxes\*\***

#### **Mailroom Deadline:**

To ensure your mail is properly metered and picked up for delivery, your mail must be delivered to the mailroom before **1:30 pm**.

#### **Kern County Superintendent of School Truck Mail Procedures:**

KCSOS will deliver to public schools in Bakersfield free of charge. Use intra-district envelopes and include your school name/department and district as well as the school name/department and district of the recipient. **If addressed for US Mail it will be mailed and billed to your budget.**

## **Bulk Mailing Procedures:**

- A minimum of **200 identical pieces** of mail is required for bulk mailings.
- All mailing addresses need to be addressed as “Or Current Resident” on the top of the mailing address or “Return Service Requested” which will cost an additional 55 cents for the letters to be returned to you. **Example:**

[Recipient Name] Or Current Resident [Street Address] [State, CA, Zip code]
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- Each piece must be preprinted with the bulk mail imprint. Each school/department is responsible for ordering envelopes with the bulk mail imprint. Please submit a duplicating request to order envelopes. Please contact Duplicating for how to order.
- Mail must be sorted by the first three numbers of the zip code and counted.  
Zip codes 933\_\_ separate from zip codes outside of 933\_\_  
Count of each (Qty. of 933\_\_ ; Qty. of non-933\_\_ ; Total Qty.) *\*minimum 200 identical pieces\**  
*\*\*See Bulk Mail Request form\*\**
- The bulk mail imprint may be duplicated onto postcards and newsletters, etc.
  - 28lb card stock paper must be used to send postcards and newsletters.
- Self-adhesive dots should be placed at the top of the newsletters without envelopes. Place the two dots 1” in from each side at the top of newsletters. **Please do not use staples.**
- Mailroom Services maintains a bulk mailing account with the U.S. Postal Service. School and Department costs are transferred from their accounts to the bulk mailing account once a month.
- The mail room requires mail information and a budget number for bulk mail ordered through outside companies.
- **\*\*NEW\*\*** Bulk mail must be brought to the Mailroom. Please bring your Bulk mailing to the Mailroom Clerk no later than 1:30pm for timely processing.
  - a. Please bring your Bulk mail, sorted by zip code.
  - b. Please fill out [Bulk Mail Request Form](#) (located on Purchasing Webpage – download to fill).
  - c. Once mail and form are received bulk mail will be processed and taken to the post office within 2 days from the date received.
- **\*\*NEW\*\*** For more information, please refer to the [Bulk Mail Services](#) document location on the Purchasing Webpage under Mailroom.

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Should you have any questions regarding Mailing Services and/or Bulk Mailing Procedures, please call the Mailroom at **ext. 14620**.

