



# **BAKERSFIELD CITY SCHOOL DISTRICT**

EDUCATION CENTER – 1300 BAKER STREET, BAKERSFIELD, CA 93305

## *Department of Stores and Purchasing*

### **Bulk Mail Request**

---

Please complete and submit the following form to the Department of Stores and Purchasing – Mailroom Division. This document will serve as your request for bulk mail processing and shall be included with your Bulk Mail upon submission. Please be advised all bulk mail must be received in the mailroom no later than 1:30pm and will be taken to the post office for mailing within 2 business days of the date received.

---

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

Requested by: \_\_\_\_\_ Position: \_\_\_\_\_

Department/School Site: \_\_\_\_\_

Budget (extended code - 5901): \_\_\_\_\_

**Total Pieces:** \_\_\_\_\_

X

---

Department/Site Administrator Signature

**Submit to Department of Stores and Purchasing**

**Mailroom Division**