



UNIVERSITY OF
NOTRE DAME

Office of Campus Services

INSTRUCTIONS FOR USE OF FORM

- Lines which are not considered self-explanatory are not addressed below.
- All requested information must be completed. The number of pieces and total postage should be as accurate as possible.
- The date of mailing should reflect the day the mailing will be dropped at the Notre Dame Post Office.
- The description of mailing should include the type of information being mailed (i.e., letter, survey, travel brochure etc.) and the form of mailing (i.e., letter size etc.).
- The authorized approval signature requires the personal signature of the Budget Unit Director. This approval must be obtained before the request can be processed.
- This form must be properly completed, approved and submitted to the Mail Distribution Office at least five working days prior to mailing.
- Questions about this form should be addressed to Patti Sikorski, Mail Distribution 631-6274.