

**MIAMI DADE COLLEGE
NORTH CAMPUS
MAIL SERVICES**

AUTHORIZATION REQUEST FORM

Please complete the information listed below for Meter / Bulk mailings that exceed two hundred (200) pieces or more. **Please note that the department head signature is required.**

Requested by: _____ Phone: _____

Department: _____ Authorized by: _____
(Department Head)

Account #: _____ Date Required: _____

Description of Job: _____

METER MAIL:

- First Class
 - Presort First Class
 - Library Rate
 - Other: _____
- Number of Pieces: _____

BULK MAIL:

- First Class (500 Pieces or more)
 - Third Class (200 Pieces or more)
- Pieces: _____ Number of