



BULK MAILING NOTIFICATION FORM

Complete and submit prior to scheduling bulk mail services

Please send the completed form to **Veronica Chavez** in Purchasing (vchavez@santarosa.edu).

MAILING NOTIFICATION DETAILS

Date	Department

Contact

Budget Code to be Used
- - - - - 5820

Format: Org - Fund - Location - Account - Project, followed by fixed object code 5820

Mailing Service Provider
AD-VANTAGE MARKETING

Title of Mailing

Number of Pieces	Date of Mailing

Dollar Amount of Purchase
\$

Revised Date: September 2026