



LOUISIANA STATE UNIVERSITY

Finance & Administrative Services
Auxiliary Services

BULK MAIL CONTROL NUMBER REQUEST FORM

CONTROL #

ISSUED BY AUXILIARY SERVICES

DEPARTMENT	
CONTACT NAME	
EMAIL	PHONE NUMBER
ESTIMATED QUANTITY	200 MAIL PIECE MINIMUM REQUIREMENT, AFTER NCOA ADDRESS CHECKING, TO USE BULK MAIL
ESTIMATED DATE OF MAILING	DESCRIPTION OF MAILING
PRINT VENDOR / MAILING AGENT	
ARE POSTAGE CHARGES FOR THIS MAILING AN ALLOWABLE EXPENDITURE OF UNIVERSITY FUNDS?*	DRIVING WORKTAG – FOR UNIVERSITY FUNDS ONLY
YES NO	

- Please email the completed form to **lsumailsvc@lsu.edu**.
- Auxiliary Services will issue a Bulk Mail Control Number via email to the department contact listed on this form within 3 business days of receipt of request.
- Control Number Request Form must be submitted prior to the processing of the bulk mail job by the Vendor/Mailing Agent.
- The Department Contact is responsible for providing the vendor with the Control Number for the bulk mailing.
- Vendor is responsible for the completion of USPS Form 3602-N for Non-Profit Standard Mail. The Control Number must be included on the form or Vendor must send copy of Postage Summary with Control Number referenced to lsumailsvc@lsu.edu on day of mailing.
- The address list used must meet the NCOA Requirement for Standard Mail and be checked against the National Change of Address (NCOA) database.

*If postage charges are not an allowable expenditure of University funds, Auxiliary Services will invoice the department for the postage. The department may then submit the invoice to the foundation for payment.