

**NEW COLLEGE OF FLORIDA
REGULATIONS MANUAL**

CHAPTER 3 - Administrative Affairs

3-1013 Bulk Mail and Business Reply Mail Permits

This regulation identifies two NCF mail accounts and the NCF-affiliated divisions and departments entitled to use NCF's non-profit permits. Use of these permits is an economical method of mailings printed matter.

(1) Bulk Business Mail Permit #686

(a) Bulk Business Mail covered by Permit #686 is defined as a minimum of 200 pieces or fifty (50) pounds of printed matter. It includes only publications that are not individually typed or handwritten.

(b) NCF Office of Admissions is the authorized user of Permit #686.

(c) Limitations on Use of Permit #686:

1. No authorized user may delegate or lend the use of NCF's permit to another group.
2. No profit-making organization or individual on the campus will be allowed to use the permit.
3. Approval to use Permit #686 must be obtained prior to use by contacting the Manasota Post Office.

(2) Preparation. Upon approval to use Permit #686, all outgoing third class bulk business mail must be prepared in accordance with current Manasota Post Office memoranda and the U.S. Postal Service Regulation Article 134.43. Detailed instructions are available from the Manasota Post Office.

(3) Business Reply Mail Permit. Members of the campus community also have access to the Business Reply Mail (BRM) Permit 1407000. Each division or department that uses BRM must pay a fee for the service.

Authority: Article IX, Sec. 7, Fla. Constitution; Fla. Board of Governors Regulation 1.001

History: Adopted 04-27-02, as Policy 5-007; Revised and renumbered 09-11-10; Revised 03-11-17 (technical amendment)