



### Mail Permit Usage Exception Request Form

*Exceptions for use of Clemson University Mail Permits is considered on an individual basis.*

**Exception Approval Process**

All Clemson University Mail is to be processed by university mail unless approved by this form.

- Any request to use an off-campus, non-contracted mail supplier, the end user must complete this form.
- All exceptions must be approved in writing by Procurement and Business Services.
- The use of a Mailer, other than Mail Smart Services, requires the following:
- Bulk Mail Permit Exception Request Form filled out and submitted to Mail Smart Services in advance of printing and/or mailing to confirm compliance with Clemson University and United States Postal Service rules and regulations.

A Request response will be provided within 48 hours of receipt of this form.

**Please complete each field and return to [mailsmart@clemson.edu](mailto:mailsmart@clemson.edu)**

Customer Name

Requesting Department

Contact Number

Email Address

Job Name

Account Number/GL Code

Quantity to be Mailed

Name of Company Printing Job

Name of Company Mailing Job

Job Due Date

Job Description (include piece size, number of inserts, etc.)

Reason for Exception

Requester Signature

Date Submitted

Approved YES NO

Reason if NOT Approved

Approver Signature

Date