

**PERMIT TO USE AISD INTER CAMPUS MAIL  
(PLEASE ATTACH A SAMPLE OF MAILOUT)**

This permit must be approved by an AISD Department Administrator and James Sessions, Director, Materials Management, in order to use the AISD mail system for non-AISD mail pieces. Please complete the following information:

**ORGANIZATION & Description of Items To Be Mailed**

**Approximate Number of Items to be Mailed**

**Boxes**  **Envelopes**  **Flyers/Brochures**  **Other**

(Items or a group of items routed to a particular destination that total more than 25 pounds in weight will not be accepted for delivery thru intercampus mail)

**Delivery Information (i.e. All Elementary Schools, All Campuses, or specific name of campus, etc).**

**APPROVED BY:**

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Department/Administrator	Phone #	Date
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**APPROVED BY:**

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James Sessions, Materials Mgt.	Date
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PLEASE RETURN THIS APPROVED FORM TO MATERIALS  
MANAGEMENT OR FAX TO (512) 480-0924 ATTN: KAREN  
MIKALAJUNAS AT LEAST THREE (3) WORKING DAYS PRIOR TO  
DELIVERY OF YOUR MAIL ITEMS

**MAIL WILL NOT BE ACCEPTED WITHOUT THIS APPROVED FORM**