



Communications and Community Initiatives

Request for New / Revised Form Authorization

Office Use Only
Form #:

Form Title: _____ New Form Revised Form
 Current Form Number (if applicable): _____
 Contact: _____ Department/School: _____

Revising Form, please send copy of form with revisions marked in red along with this authorization request. We will revise the original copy in our files and update online. A hard copy will then be sent back to originator of form along with a new number and/or date.

New form, please send electronic copy of form to wpops@gm.sbac.edu, along with this authorization request. A hard copy may be sent to the Communications office at Kirby-Smith and form will then be created and placed on line.

Unless otherwise requested and approved, this form will be stored online on the “forms” page and made visible to all—you may then link to the forms page or just to the form itself from your department’s website.

http://www.sbac.edu/pages/ACPS/Departments_Programs/DepartmentsAF/D_thru_F/Forms

<input type="checkbox"/> Online Form : Number of pages: _____ Estimate no. of copies to be printed yearly: _____	<input type="checkbox"/> Offline Form : Number of pages: _____ Estimate no. of copies to be printed yearly: _____
--	---

NCR Forms: When an NCR form has been revised it will be sent back via hard copy or electronic copy. You may then send to a printing company for NCR formatting.

Authorized by: _____ Date: _____
(Department Director)

Send request to the: Communications Office at the Kirby-Smith Center
 Fax to 955-6700 -or- email to wpops@gm.sbac.edu

Do not write below line – return information only

Form Number: _____ Date: _____ New Revised

Authorized by: _____