



Communications and Community Initiatives

Notice of Forms Sunset

To: _____

From: Patty Underwood
Communications Office

The forms listed below are set to expire on June 30 of this year and may no longer be used after this date unless they have been renewed.

Please indicate below whether they should be deleted from the system or if they are still in use and need a new number and date. Please destroy all forms with current number and if renewing you may make copies of new form.

Re-Issue / Delete		Form No.	Form Name:
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

If changes need to be made, 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.

Unless otherwise requested and approved, new 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

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