

Return form to:
Financial Systems Administration
Sherman Hall 220

Business Services Request for Batch Email

Date: _____

Contact Person: _____

Department: _____

Phone: _____

State the purpose of this request (enclose sample of proposed email):

Description of target population:

		Approved
_____	_____	Yes / No
Exec Dir of Personnel & Financial Affairs	Date	
_____	_____	Yes / No
Assoc VP for Budget & Finance, CFO	Date	