

DISTRIBUTION APPROVAL

For Campus Mailing

Intra-campus mail is mail which is sorted by count to departments that do not require an address, fold, or postage. This form is to be submitted to the WMU Postal Supervisor, with sample copy, prior to delivery.

Sponsoring Department of Organization: _____

Sponsors Authorized Signature: _____

Distribution: _____

Suggested Distribution:

- | | |
|---|------|
| <input type="checkbox"/> 1. Regular Faculty | 883 |
| <input type="checkbox"/> 2. Regular Staff | 1865 |
| <input type="checkbox"/> 3. Temp Faculty | 508 |
| <input type="checkbox"/> 4. Temp Staff | 605 |
| <input type="checkbox"/> 5. Deans, Directors, Dept. Heads | 200 |
| <input type="checkbox"/> 6. Specify' | |

Date to be distributed: _____

WMU Post Office Authorized Signature to Process:

Route #1: _____

Route #2: _____

Route #3: _____