



The University of Georgia

OFFICE OF THE PRESIDENT
Routing Slip

(Please print on blue paper and attach to material)

DATE: _____

Point of Origination: _____

(Please fill in office, department, etc.)

Description of Letter/Document:

(Please denote review/approval of action requested by initialing appropriate line):

Faculty/Staff: _____

Department Head: _____

Division Head/Other: _____

Dean/Director: _____

Vice President: _____

Contracts and Grants: (if applicable) _____

(Please transmit to Office of the President and indicate desired action)

1) For approval prior to mailing _____

2) For information only _____

3) Signature (transmittal letter) _____

4) Signature (letter and document) _____

COMMENTS: