



Communications and Community Initiatives
Request for New / Revised Form Authorization

Office Use Only
Form #: \_\_\_\_\_
New Revised
New/Revised Date: \_\_\_\_\_
Online Form
Number of Pages \_\_\_\_\_
Fillable \_\_\_\_\_

Form Title: \_\_\_\_\_

Current Form Number (if applicable): \_\_\_\_\_

Contact: \_\_\_\_\_ Department/School: \_\_\_\_\_

Web Category: \_\_\_\_\_

Revising Form, please send copy of form with revisions marked in red to the Communications Office at: patty.underw@gm.sbac.edu. We will revise the original copy in our files and update online.

New form, please send an electronic copy of form to patty.underwood@gm.sbac.edu. A hard copy may be sent to the District's Communications Office and form will then be created and placed on the forms page.

Unless otherwise requested and approved, this form will be stored online on the "forms" page—you may then link to the forms page or just to the form itself from your department's website.

NCR Forms: When an NCR form has been revised and/or created, it will also be placed online and will be sent back via hard copy or electronic copy. You may then send to a printing company for mass printing.

Send request to the: Communications Office at the District Office
Fax to 844-273-4946 -or- email to patty.underwood@gm.sbac.edu

Any special instructions/notes: \_\_\_\_\_

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