



Communications and Community Initiatives

### Request for New / Revised Form Authorization

Office Use Only
Form #: _____

New Form  Revised Form

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

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

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

**Revising Form**, 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.

**New form**, please send electronic copy of form to [wpops@gm.sbac.edu](mailto:wpops@gm.sbac.edu), along with this authorization request. A hard copy may be sent to the Communications office at Kirby-Smith 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.

[http://www.sbac.edu/pages/ACPS/Departments\\_Programs/DepartmentsAF/D\\_thru\\_F/Forms](http://www.sbac.edu/pages/ACPS/Departments_Programs/DepartmentsAF/D_thru_F/Forms)

<input type="checkbox"/> <b>Online Form</b> : Number of pages: _____ Estimate no. of copies to be printed yearly: _____
-------------------------------------------------------------------------------------------------------------------------

NCR Forms: When an NCR form has been revised it 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 Kirby-Smith Center  
Fax to 955-6700 -or- email to [wpops@gm.sbac.edu](mailto:wpops@gm.sbac.edu)

-----  
*For Office Use Only*

Form Number: \_\_\_\_\_ Date: \_\_\_\_\_ New  Revised