

COVER SHEET
POSTING OF REVISED/UPDATED MATERIAL ON WEB SITE

Directions: Complete the cover sheet and attach material. Confer with Department Chair/Head and/or Dean/Responsible Administrator as warranted. The author/developer of the material is responsible for monitoring its movement through the steps that constitute the procedure.

Mail or fax to: Webmaster, Ms. Ramona Calvey / 1004 Cole Research Center for Science and Technology
Extension: 6107 / Fax: 8864 / E-mail: rcalvey@cau.edu

PART I

Office/Department/Program: _____

School/Administrative Unit: _____

Submitted By: _____ **Position:** _____ **Date:** _____

Contact Information:

<i>Room</i>	<i>Building</i>	<i>Campus Extension</i>	<i>E-Mail Address</i>
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Print Name

Signature

Brief Description of Material: _____

PART II: POSTING

Webmaster:

Print Name

Signature

Date

ACTIONS: **Material Received**
 Referred to University Editor
 Acknowledgement
 Material Posted

CONSULTATION/COMMENTS:
