

**Arts and Sciences Dean's Office**  
Routing Request

TO: \_\_\_\_\_ DATE: \_\_\_\_\_

\_\_\_\_\_

FROM: \_\_\_\_\_ PHONE: \_\_\_\_\_

\_\_\_\_\_ email: \_\_\_\_\_

Description of Letter or Document:

Please:

And:

\_\_\_\_ Read

\_\_\_\_ Forward

\_\_\_\_ Handle

\_\_\_\_ Return

\_\_\_\_ Approve

\_\_\_\_ Keep or Discard

\_\_\_\_ Review with me

Comments:

**Return to A&S Dean's Budget Office**  
**New College**

**OR**

Please call \_\_\_\_\_ at \_\_\_\_\_ for pick up.