

Mail Services

INTER-CAMPUS *Mail Distribution Form*



This form must be complete & accompany flyers when received by Mail Services to be distributed.

All numbers are based on a yearly average, including adjunct faculty and part-time/occasional staff.

DISTRIBUTE TO:

UNIVERSITY FACULTY & STAFF	FACULTY	STAFF
All Campuses	787	577
Forest Grove Campus – Undergraduate & Graduate Programs	526	472
Hillsboro – Health Professions Campus	140	53

STUDENTS

Arts & Science Undergraduate	1568
College of Business	147
Dental Health	64
Education (FG)	533
Masters of Healthcare Administration	19
Occupational Therapy	125
Optometry	459
Pharmacy	342
Physical Therapy	231
Physician Assistant Studies	188
School of Graduate Psychology	499
Masters of Fine Arts	83

Distribution Form must be approved by an Administrator or Department Head.

Description of Mail Piece

Approving Signature

Phone Extension

Date

FOR MAIL SERVICES USE ONLY

updated 1/2017ddh

Date Received	Time In	Time Out	Distributed By
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