|  |  |
| --- | --- |
| TO: | Vice Presidents, Deans, Department Heads, and Directors |
| FROM |  |
| RE: |  |

Add your copy here for an admin memo. Do not change the “to” section for Administrative Memos.

**Submitting your communication to OVPFA:**

* Follow this template—all communications must include the information located in the header and at the top of the page and must be reviewed by the unit’s respective AVP prior to submitting.
* Send the AVP-approved document to **Hayley Clement** ([hayleyrm@uga.edu](mailto:hayleyrm@uga.edu)). Hayley will review it, get back to you with initial edits and then proceed with proofing through OVPFA (and the President’s office if necessary). The final document will be shared back with you as a confirmation. Hayley will handle distribution.
* We request a minimum of **7 business days** for reviews before your communication is scheduled to go out.

[DO NOT DELETE BELOW THIS LINE]

##

*Administrative Memos are coordinated through the Office of the Senior Vice President for Academic Affairs and Provost. For more information, contact Mike Wooten,*[*mwooten@uga.edu*](mailto:mwooten@uga.edu)*.*