

Instructions For Distribution of Materials Through Mailing Facility

PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS

Upper Marlboro, Maryland 20772

Advice of Authorization

_____ Date

To: _____

Reference: _____

Your request to distribute material to the Central Offices and/or schools of the Prince George's County Public Schools System is:

Approved

1. This authorization is only for the item(s) identified in the referenced request. Subsequent distribution requirements for material(s) other than those identified in the referenced request are subject to a separate request.
2. All authorizations to distribute materials will **automatically expire on June 30, 20XX** which coincides with the close of the school year.
3. Instruction applicable to the preparation of material for distribution through the Central Office Mailing Facility of Prince George's County Public School System are contained on the reverse side of this form.

_____ Date

_____ Deputy General Counsel

Disapproved (*For Reasons Shown Below*)

1. _ Sample of material to be distributed was not provided with your request or properly identified to grant authority for distribution.
2. _ Distribution of this material is prohibited by Board of Education Policy.

_____ Date

_____ Deputy General Counsel

Re: Instructions –
Original – To Requester
Copy – To Central Office Mailing Facility (with any sample)
Copy – Retain in Legal Office File