California State University
SAN MARCOS

DISTRIBUTION & PROPERTY CONTROL SERVICES

FLYER DISTRIBUTION FORM

Customer Name:

Department:

Extension:

Chargeback Code:

Authorized Signature: ✍_____ Date: _____

Title of Flyer for Distribution:

Distribution Type: (please check only one)

One flyer per departments' mailbox	◉
Faculty Only -- Full-time and part-time faculty	○

If you have any questions, please contact the Mail Clerk at ext. 4525

Rev. Mar 2018