



University of Pittsburgh

Faculty/Staff Mailing Request Form

Form Instructions: Please provide the following information as completely as possible then save and send this PDF to mailserv@bc.pitt.edu. Required fields have a red border.

Account Number
0000

Requester's Name (Last, First, M.I.)

Requester's Campus Address/Room No. & Bldg.

Requester's Department

Requester's Email Address

Requester's Phone Number

Job Information

Date To Send (mm/dd/yyyy): _____

Email Preferences:
NOTE: The subject and description lines must be completed in order for the mailing to be processed. The information should be specific to the mailing.

Email Subject Line:

Email Description: Note: This is placed in the message body.

From Address Display Name: "Read Green from..."

Note: When you email this form, attach any PDF files you want readers to view.

Dean/Director Signature (Required Approval)

Print Name	Signature	Date

Faculty/Staff Selections (Please Select One)

All Employees
 All Staff
 All Faculty
 Specific*

*When selected, please complete the fields below

Employment Status	Independent	Gender Codes	Address Type	Campus
<input type="checkbox"/> Full-Time-Regular <input type="checkbox"/> Part-Time-Regular <input type="checkbox"/> Full-Time-Temporary <input type="checkbox"/> Part-Time-Temporary	<input type="checkbox"/> 3D List <input type="checkbox"/> 3D List Extended (Managerial) <small>By selecting these recipients, the subject line will end with " __to Deans, Directors, and Department Chairs."</small>	<input type="checkbox"/> Female <input type="checkbox"/> Male	<input type="checkbox"/> Campus - Building Order <input type="checkbox"/> Home - Zip Code Order	<input type="checkbox"/> Bradford <input type="checkbox"/> Greensburg <input type="checkbox"/> Johnstown <input type="checkbox"/> Pittsburgh <input type="checkbox"/> Titusville

Employee Type

<input type="checkbox"/> Board Appointment/Officer	<input type="checkbox"/> MD Fellow (Non-Degree)	<input type="checkbox"/> Research Associate
<input type="checkbox"/> Clinical Fellow	<input type="checkbox"/> Other Fellow	<input type="checkbox"/> Senior Administrator
<input type="checkbox"/> Executive Administrator	<input type="checkbox"/> Other Trainee	<input type="checkbox"/> Staff
<input type="checkbox"/> Faculty	<input type="checkbox"/> Postdoctoral Assignment	<input type="checkbox"/> Student Employee
<input type="checkbox"/> Faculty Emeritus	<input type="checkbox"/> Postdoctoral Degree Fellow	<input type="checkbox"/> Teaching Assistant
<input type="checkbox"/> Graduate Student Assistant	<input type="checkbox"/> Predoctoral Fellow	<input type="checkbox"/> Teaching Fellow
<input type="checkbox"/> Graduate Student Researcher	<input type="checkbox"/> Postdoctoral Nondegree	<input type="checkbox"/> Univ. of P. Physicians Faculty

<p>Other Selection Criteria <i>Specify code for selection</i></p> <p><input type="checkbox"/> Department _____</p> <p><input type="checkbox"/> Responsibility Center _____</p>	<p style="text-align: center;">Birth Date</p> <p>Select Birth Dates from the Calendar Grids.</p> <p>Set From Date for individuals born on or after this date. Set To Date for individuals born on or before this date.</p> <p>From Date (mm/dd/yyyy) To Date (mm/dd/yyyy)</p> <p>_____</p>	<p style="text-align: center;">Comments</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>
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