



SAN DIEGO STATE UNIVERSITY
Imperial Valley Campus

OFFICE OF ADVANCEMENT

MARQUEE

Work Order

(Announcements posted on marquee on corner of Heber Avenue and 7th Street)

Date: _____

TO: Monica Cortez, Development Coordinator
Office of Advancement, Administration Building, Office 101
Phone: (760)768-5641; Fax: (760)768-5630; Email: mcortez@mail.sdsu.edu

PLEASE PRINT

Name of Requester: _____ Phone Ext. _____

Date Needed: To Post _____ To Remove _____

WORDING REQUESTED:

(Space available for each panel: 3 lines and 22 characters per line) CIRCLE ONE: Facing North Facing South

1 _____

2 _____

3 _____

Justification:

Requester or Requester's Supervisor _____
(Signature)

FOR OFFICE USE

Request Approved: _____ Denied: _____ Comment: _____

Authorized by: _____
(Signature) (Date)

Note: Please allow 3 to 4 working days for completion of work order.