

**MEMORANDUM**

TO: (*Enter:* *VP/Dean/Director*)

 (*Enter: Student Affairs/Foundation/College/Branch Name*)

FROM: (*Enter: Department Head/Department Chair*)

 (*Enter: Department Name)*

DATE:

RE: **Department** **FY20XX UAP 7000 Policy Summary Memo**

My signature below confirms that I have read and understand the requirements of the UAP 7000 Policy (<http://policy.unm.edu/university-policies/7000/7000.html> ). To my knowledge, the Categorization of Reserves (CAR) information in the Banner System pertaining to my area of responsibility is correct. Appropriate UAP 7000 Policy back-up documentation will be available for review and confirmation if requested.

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Department Head/Department Chair Signature

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Printed Name

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Title

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Date

**\*PLEASE ATTACH FINAL E-PRINT REPORT FOR YOUR DEPARTMENT**

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