

Miami Dade College  
Campus Mail Services

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Kendall Campus Internal Mail Distribution Instructions

\_\_\_\_\_  
Department

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Requestor

\_\_\_\_\_  
Office Phone

Subject of Distribution: \_\_\_\_\_

\_\_\_\_\_ Number of Copies Provided

Distribution of attached documents:

\_\_\_\_\_ All Personnel (Campus & District on Kendall)

\_\_\_\_\_ Kendall Campus Personnel

\_\_\_\_\_ District Personnel on Kendall Campus

\_\_\_\_\_ Faculty

\_\_\_\_\_ Administrators

\_\_\_\_\_ Staff

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**Mail Center Use Only**

Date Received \_\_\_\_\_

Date Distributed \_\_\_\_\_

Distributed by \_\_\_\_\_