

Finance & Facilities Newsletter Submission Template

*Please use this template to submit information for the Finance & Facilities Division newsletter. Please feel free to type on this form and email back to Lesley Clements (lclements@niu.edu) in **Employee Services and Human Resource Development**. If you have photographs which you would like to include with your information as well, please attach it to your email submission. If you have any questions, please contact Lesley via email or call 753-1616.*

Contact Person:

Contact Email & Phone Number:

Department:

Is your submission an: _____ Announcement
 _____ Event
 _____ New Employee(s)
 _____ "Tip of the Day/ Did You Know" Department Information
 _____ Brief Article (Please keep to 250 words or less)

Please type the information which you would like included below...

*Please send all submissions to Lesley Clements for inclusion in the next edition of the newsletter.
Thank you for your submission!*