



## The University of Southern Mississippi

### Permission to Advertise Routing Slip for Staff Position

Attached is an advertisement for a staff vacancy. Please review and indicate approval by signing this transmittal slip.

1. Department Head: \_\_\_\_\_
2. Human Resources: \_\_\_\_\_
3. Public Relations: \_\_\_\_\_
4. University Proofer: \_\_\_\_\_

Human Resources will check advertisement for AA/EOE/ADA language. Public Relations will check for appropriate content. University Proofer will check for grammar, punctuation, and correct structure.

After approvals have been obtained, please follow standard University purchasing procedures. Note that the department requesting the advertisement is responsible for payment.