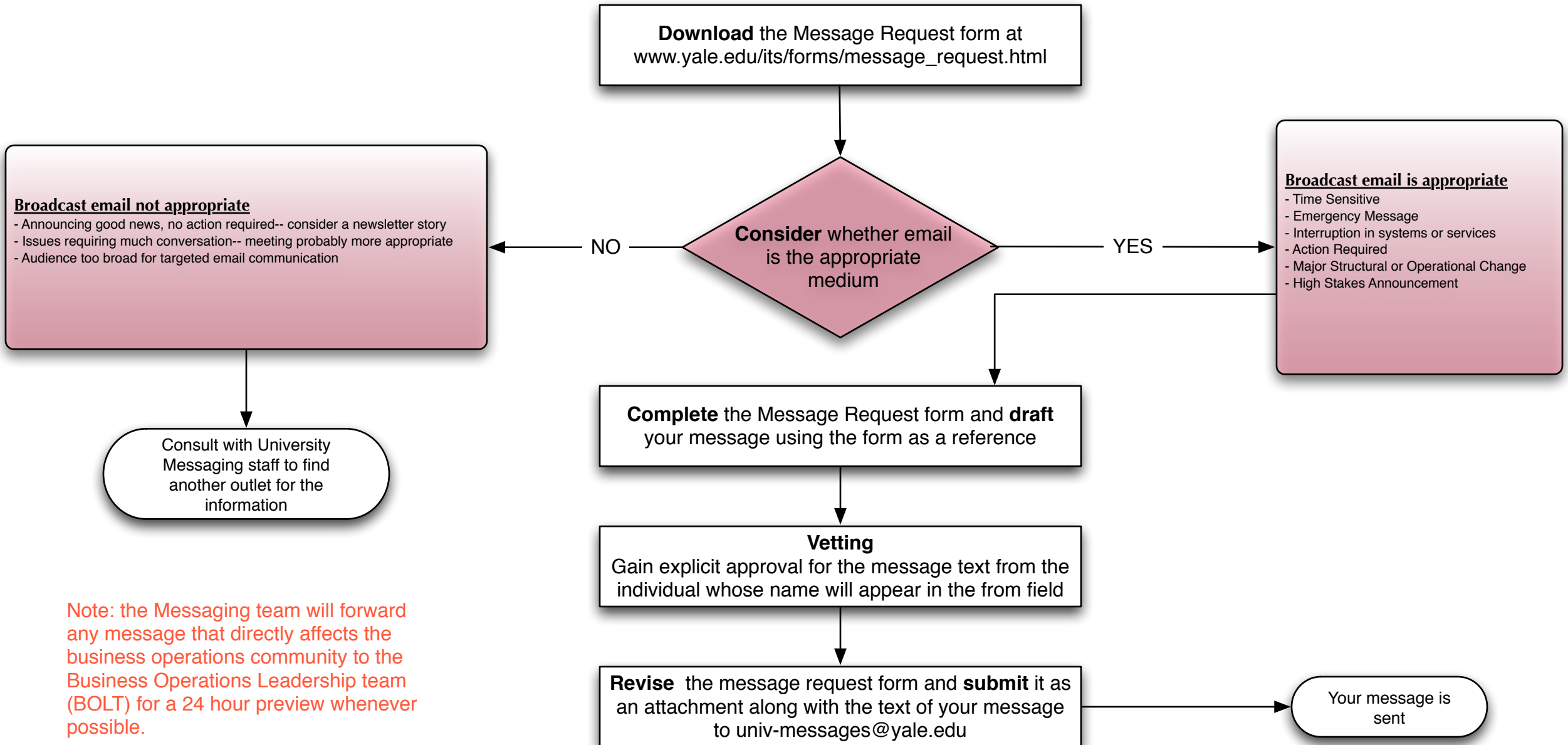


# F&A COMMUNICATIONS PROCESS

FOR THOSE WISHING TO SEND BROADCAST EMAIL TO A FINANCE OR ADMINISTRATION AUDIENCE

Last revised: 9/24/08



Note: the Messaging team will forward any message that directly affects the business operations community to the Business Operations Leadership team (BOLT) for a 24 hour preview whenever possible.