

Chief Administrative Office
Policy Memorandum, Circular Memorandum, Executive Order
REQUEST FORM

Date: _____

Name: _____

Department/Agency: _____

Mailing Address: _____

E-mail address: _____

Telephone No.: _____

I am requesting one copy of:

Policy Memorandum(s) # _____

Circular Memorandum(s) # _____

Executive Order(s) # _____

Check one:

- Please send the documents(s) to me at the above listed mailing address.
- Please leave the document(s) at the Chief Administrative Office's Front Desk.

Note: Submit this form to the Chief Administrative Office, Special Projects Section, City Hall , Room 9E06 or Fax it to (504) 658-8649. All requests will be processed within 72 hours of the submission date. Please consider that documents forwarded through the mailing system may not be received within the 72 hour period.