



**Report Request Form - v. 1.0**

**Requestor Information**

Report Steward (requestor) Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_  
Sponsor Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Date Needed: \_\_\_\_\_  
Requesting Department: \_\_\_\_\_

**General Report Information**

Will this report contain **Confidential Information**?  Yes  No Title Of Report: \_\_\_\_\_  
Who is the intended audience?  Internal  External  Both Is this a Branded Report?  Yes  No  
Intended Use? \_\_\_\_\_  
Is this report?  New  Existing  Modified Current Report Name: \_\_\_\_\_  
How often will this report be run?  Daily  Weekly  Monthly  Yearly  Each Semester  On Demand  
How will this report be delivered?  Printed Hard Copy  Electronically Format: \_\_\_\_\_

**Report Specifics**

Report fields: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Sort Order: \_\_\_\_\_  
Group by: \_\_\_\_\_

Report Description: (Please attach a separate page with description if more room is needed.)

Employee Signature: \_\_\_\_\_ Supervisor Signature: \_\_\_\_\_

**Committee Use Only**

Tracking # : \_\_\_\_\_ Priority:  Immediate (compliance Issue)  High  Moderate  Low  
Approved:  Yes  No Why? \_\_\_\_\_ Date: \_\_\_\_\_  
Resource Assigned: \_\_\_\_\_ Date Assigned: \_\_\_\_\_ Date Completed: \_\_\_\_\_  
Reference # : \_\_\_\_\_ System: \_\_\_\_\_  
Database Instance: \_\_\_\_\_  
Comments: \_\_\_\_\_