

UCF Data Request Form

Requester: _____

Date: _____

Department: _____

Phone: _____

<p>Type of Request</p> <p><input type="checkbox"/> Hardcopy report</p> <p><input type="checkbox"/> Download to disk</p> <p>Electronic Format</p> <p><input type="checkbox"/> Excel</p> <p><input type="checkbox"/> Text</p> <p><input type="checkbox"/> Access</p> <p><input type="checkbox"/> Other:</p>	<p>Run Schedule</p> <p><input type="checkbox"/> One-Time Only</p> <p><input type="checkbox"/> Periodic as requested</p> <p><input type="checkbox"/> Scheduled</p> <p>_____</p> <p><input type="checkbox"/> Other:</p> <p>_____</p> <p><input type="checkbox"/> Established job:</p> <p>Name: _____</p>	<p>Needed by: _____</p> <hr/> <p>Department Account #:</p> <hr/> <p>Contacts and Workgroup Names:</p> <hr/> <p>Authorized Signature:</p>
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Job Description:

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Please note that some data requests may take 1 to 2 weeks to process.

Upon completion of above information, fax to University Data Administrator at 407-823-4769.

-----FOR OFFICE USE ONLY-----				
<p>Data Administrator: _____ / ____ / ____</p> <p style="text-align: center;">Authorized Signature Date</p> <p>Comments: _____</p> <p>_____</p>	<p>Status:</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Denied</p>	<p>Priority:</p> <p><input type="checkbox"/> Emergency</p> <p><input type="checkbox"/> High</p> <p><input type="checkbox"/> Normal</p> <p><input type="checkbox"/> Low</p>	<p>Billable:</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p>Routing:</p> <p><input type="checkbox"/> IR</p> <p><input type="checkbox"/> RO</p> <p><input type="checkbox"/> CS</p> <p><input type="checkbox"/> Other</p>
<p>Payment Tracking:</p> <p>Charge: _____</p> <p>Received: _____</p> <p>Deposited: _____</p>		<p>Tracking:</p> <p>LEAP Mod# _____</p> <p>IR Log: _____</p>		
<p>Data Source: <input type="checkbox"/> PS <input type="checkbox"/> RDS <input type="checkbox"/> Data Warehouse</p>				
<p>Analyst/Programmer:</p> <p>_____ / ____ / ____</p> <p style="text-align: center;">Signature Date</p> <p>Time Spent on Request: _____</p> <p><input type="checkbox"/> Comments on Separate Sheet</p>	<p>Manager Approval:</p> <p>_____ / ____ / ____</p> <p style="text-align: center;">Signature Date</p> <p><input type="checkbox"/> Moved to Production</p>	<p>User Acceptance:</p> <p>_____ / ____ / ____</p> <p style="text-align: center;">Signature Date</p>		