



# Information Technology

## Argos Report Request Form

Requestor: \_\_\_\_\_

Date: \_\_\_\_\_

Ext: \_\_\_\_\_

☐ Departmental Report

☐ Shared Use Report

Modifying Existing Report ☐ Yes ☐ No If yes, name of report: \_\_\_\_\_

Requested Completion Date: \_\_\_\_\_

Purpose of Report or Modification:

Detailed Description / Specifications:

Requestor: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

VP: \_\_\_\_\_

Date: \_\_\_\_\_

**\*\*\* Obtain signatures below according to the shared use or departmental report procedure \*\*\***

Received by Process Team Lead: \_\_\_\_\_

Date: \_\_\_\_\_

Received by Data Standards: \_\_\_\_\_

Date: \_\_\_\_\_

Received by Information Technology: \_\_\_\_\_

Date: \_\_\_\_\_