

**Information Technology Services  
Ad Hoc Request for Data**

Requestor: \_\_\_\_\_ Date: \_\_\_\_\_  
Department: \_\_\_\_\_ Ext: \_\_\_\_\_  
Campus Box \_\_\_\_\_ Email Address \_\_\_\_\_ Preferred Due Date \_\_\_\_\_

*Please note: The order in which requests are processed depends on date of receipt, degree of difficulty, and availability of data. While we serve to meet requestor's needs, we cannot always guarantee completion by the preferred due date.*

*It is advisable to give as much advanced notice as possible, and you may be contacted for clarification of information you have provided.*

Purpose of data request:

Select employees based on the following criteria:

Which fields do you want displayed on the report?

By providing your signature below, you are formally acknowledging that the data received will not be used for any other purposes besides the one stated in this request.

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Departmental Approval

\_\_\_\_\_  
Date

Please return to: ITS, Campus Box 1068  
Dunham Hall, Room 0111  
Ph: 618-650-3743 / Fax: 618-650-3599