Request #_____

Internal List Request

Please allow at least 5 working days to produce a list. The initial request must be made in writing using this form followed by a discussion with the Development Information Services Coordinator.

1. Requested By:

2. Date of Request:

3. Date List Needed:

4. Purpose of List (if the list is to be used for a mailing (email or USPS), use the Internal Mailing Data Request form):

5. Define Criteria of List:

6. Describe Output of List (lists are generated in Excel format. If a different format is required, make note of it here):

To be completed by AS staff:

1. Does request indicate that additional training is needed for requestor?

2. If so, what arrangements have been made with staff member and their supervisor?

3. Date of meeting between requestor and DISC:

4. Request Assigned To:

5. **Date Completed**: