Polaris
Request for Report

All sections with an * MUST be filled out or request will be returned

*Library: ______________________  *Requested by: _____________________________________

*Date requested: ______________________
*Date needed by: ______________________

*What specifically is needed:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

*Is this report to be printed, count only, on disk? (Circle One)

*How would you like the report sorted? _________________________________________

*If the report is to be printed, what information needs to be included on the printout? In what order?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

*This report is to be used for what purpose? ______________________________________
________________________________________________________________________

For office use only:
Report Name ______________________________________
Date received: ______________________
Date done: ______________________
Procedure used: ______________________

Furnished by: _____________  Given to: ___________________________

form modified 8/9/05