

**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:** \_\_\_\_\_