



BANNER REPORT REQUEST

Requestor: _____ Requesting Department: _____

Phone: _____ Date Submitted: _____ Date Needed: _____

Will this report contain **Confidential Information**? Yes No Title Of Report: _____

For Use: On Campus Only Off Campus Distribution

Intended Use? _____

Is this report? New Existing Modified Current Report Name: _____

How often will this report be run? Daily Weekly Monthly Yearly Each Semester On Demand

Specific time of day? _____

Written against: PRPT PROD Output: EXCEL PDF HTML Other: _____

Where to place: _____ View Name: _____ Send Electronically Yes No
(viewer, dashboard, etc.) (if to be sent electronically, e-mail distribution list may be required)

Report fields: _____

Sort Order: _____

Group by: _____

Report Description: (Please attach a separate page with description if more room is needed.)

Routing Instructions:

1. Requestor completes request form and saves electronically.
2. Requests originating within the area of a Banner system owner should be emailed directly to the area's designated programmer, with the data system owner and Assistant Director of Applications copied.
3. Requests originating outside the area of a Banner system owner should be emailed to the data system owner. If approved, system owner will forward request by email to the designated programmer, with a copy sent to requestor and to the Assistant Director of Applications. If not approved, system owner will notify the requestor.