



## QUERY REQUEST FORM

**Date:**

**Requester's Name:**

**Department:**

**Office Phone Number:**

**Date Needed:**

(We will contact you with an estimated time of completion)

**Priority (1 Low—5 High):**

**New Query? Yes:                      No:**

**If "No", Existing Query Name to Modify:**

**Please explain in detail your requirements:**

**Data to be extracted:**

**Fields you would like to see:**

**How will the data be used?**

**Directions:** Once the form opens, edit the document, save the document to your computer, locate the file on your computer, and attach the .pdf file in an e-mail to *GBC-IRE-Reports*. If you have any questions, please call Cynthia Giles at 753-2247 or Brandis Senecal at 753-2108.

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