



Datamart - Work Request & Agency Acknowledgement Form

Use this form to request improvements and/or changes to the Datamart, for example, new fields, tables, joins, etc.
This form is to be completed and submitted electronically by using the 'Submit by E-mail' button.

Work Request Information

Employee Name: First and Last		Phone:
Agency Name:	Employee E-mail:	
Supervisor/Manager's Name:	Supervisor/Manager's E-mail:	

Agency Acknowledgement:

- This request must be authorized by the requesting employee's manager.
- The agency must have a valid need for the requested improvement/change.
- All requests must go through a review by the Datamart team.
- Requests may be denied, during the review process, based on various factors.

Description of request: (Include all areas that apply, for example, specific fields, tables, joins, etc.)

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Reason for Request/Benefit to Agency: (Provide a detailed description)

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