



VIRGINIA STATE UNIVERSITY PROJECT REQUEST FORM

Submission Date:

Please submit all requests at least 2 weeks prior to actual deadline. There is typically a 5-7 business day turnaround for data requests, based on the type of project. Actual turnaround time, will be based on request/project.

If you have any questions about this form or to check the status of a request, please email jhill@vsu.edu, ext. 3640.

Requestor Name		Department Name	
Requestor Email Address		Requestor Phone Number	
Project Due Date		Project Name	

TYPE OF REQUEST/PROJECT

<input type="checkbox"/>	Request for employee record(s)	<input type="checkbox"/>	Request for Collaboration
<input type="checkbox"/>	HR Data Request	<input type="checkbox"/>	Ongoing project
<input type="checkbox"/>	Request for a report, i.e., Salaries, employee census, etc.	<input type="checkbox"/>	Other (Please provide detailed description below)

DESCRIPTION OF REQUEST/PROJECT

*Please outline the reason for the request, to whom this report will be given, and how the data will be used. Please note that for projects of a sensitive nature, only certain information can be released to retain confidentiality of records. Please enter description of request/project below :

Print Name of Requester:

Signature of Requester:

By signing above, you certify that you will only use the requested information for your written stated purpose. Any information provided by VSU Human Resources can only be used for business purposes; pertaining to Virginia State University, and therefore can not be used for personal reasons. Any and all information given is strictly confidential, and can only be shared as deemed necessary for business reasons