



## OHR ONLINE REQUEST FORM FOR REPORTS

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**In our efforts to provide the best service and to prioritize our demands for projects we ask you that you please complete all sections below and click the submit button.**

User ID:

Phone Number:

First Name:

Last Name:

Requestors e-mail Address:

Reason for request:

Description of Report:

Priority:

Date expected:

Priority Code:

Low Priority	Request for information that has low impact, and may be put on hold.
Standard Priority	Request will be scheduled in accordance with other tasks priority.
High Priority	Request is of high importance.
Urgent	Request would be something that could not wait until the next day, i.e. a report requested by the President or Provost