

## SPIRIT Services Request

Send completed form to:

**Administrative Services**

McDermott Hall

Jersey City Campus

(201)915-9058

email: helpdesk@spc.edu

**Requesting Office:** \_\_\_\_\_

**Requested by:** \_\_\_\_\_

**Date of Request:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Type of Request:**

**QUERY:**

\_\_\_\_ Modify query

\_\_\_\_ New query

**REPORT**

\_\_\_\_ New Report

\_\_\_\_ Modify Report

**SQL VIEW:**

\_\_\_\_ New View

\_\_\_\_ Modify View

**OTHER:**

\_\_\_\_ Virtual Field

\_\_\_\_ Rule

\_\_\_\_ Data Import

\_\_\_\_ Other

**Query output:**

\_\_\_\_ Savedlist

\_\_\_\_ Excel file

\_\_\_\_ ASCII text file

\_\_\_\_ Mailing label ready Word document

**Desired Completion Date:** \_\_\_\_\_

(Unless otherwise requested there is a 3 to 5 day turnaround on requests.)

**Description of Services Requested:**

**Supervisor's Signature:** \_\_\_\_\_

Information Services use:

HDO Number: \_\_\_\_\_

Date Received: \_\_\_\_\_

Assigned to: \_\_\_\_\_

Date completed: \_\_\_\_\_

Billable hours: \_\_\_\_\_