

# Computer Printout Request Form

Advancement Services Department



Please fill in form, print, and obtain required signatures. Return completed and signed form to Advancement Services, Box 109 OR Fax to 615-898-2187.

Name of person requesting information \_\_\_\_\_

Phone number \_\_\_\_\_ Date of Request \_\_\_\_\_

Department or organization represented \_\_\_\_\_

Generate List(s) Labels - Indicate number of copies needed \_\_\_\_\_

Mail data for mailing house \_\_\_\_\_ (Mailing house to be used.)

Mass e-mail

Detailed purpose of printout:

**Information requested: (Please complete each section in this area. See next page for examples.)**

1. Selection criteria

2. Sort order

3. Graduation year(s) All or Selected years \_\_\_\_\_

Charge to MTSU account number \_\_\_\_\_

Call when ready. Phone \_\_\_\_\_ OR Mail to MTSU Campus Box \_\_\_\_\_

Information received in these reports may contain confidential information. All lists, labels, and mailing data are to be used ONLY for the purpose listed above. Unapproved use may result in the denial of future access to information contained in the Banner database. **Please allow 3 to 5 work days for printouts.**

**AFTER DATA HAS BEEN USED FOR REQUESTED PURPOSE,  
DATA IS TO BE SHREDDED AND/OR OTHERWISE PROPERLY DESTROYED.**

**Signature of Requester** \_\_\_\_\_ **Date** \_\_\_\_\_

*(Accepts responsibility for payment and proper use of information)*

**Approval** \_\_\_\_\_ **Date** \_\_\_\_\_

Department Chair, organization faculty sponsor, etc.

**Approval** \_\_\_\_\_ **Date** \_\_\_\_\_

Director of Advancement Services

**The following samples are illustrations of the type of information needed for questions 1 through 4.**

**EXAMPLE 1**

Selection criteria: College of Mass Communication alumni with valid U.S. addresses  
Sort order: Alphabetically by name within zip code  
Graduation years: 1992 to 2002

**EXAMPLE 2**

Selection criteria: All English alumni with master's degrees and valid U.S. addresses  
Sort order: Alphabetically  
Graduation years: All years

**EXAMPLE 3**

Selection criteria: All College of Education alumni living in Tennessee  
Sort order: By zip code  
Graduation years: 1980 to 2000

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Campus Mail - Box 109

OR

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