

Prairie View A&M University

Web Directory Change Request

Date Requested:

All requests will be reviewed and approved by the offices of Human Recourses and/or Information Technology Services. All requests must be typed or printed and must be signed before request will be honored. Send completed form to Human Resources Harrington Science Building, Room 109. Please allow 3 business days for processing.

This form is for Web Directory changes only and CANNOT be used for phone service add/changes.

| | |
|----------------------------|-----------------|
| Contact Information | Location |
|----------------------------|-----------------|

| | |
|-----------------|------------------|
| Requested By: | Office Location: |
| Phone Number: | Bldg: |
| E-mail Address: | Dept: |

| | |
|-----------------------------|-----------------|
| Approver Information | Location |
|-----------------------------|-----------------|

| | |
|-----------------------------|--------------------------------|
| Name: | Office Location: |
| Phone Number: | Bldg: |
| E-mail Address: | Dept: |
| Dept Head: | Dept Head : |
| (Mandatory) _____ Signature | (Mandatory) _____ Please Print |
| Date: _____ | Date: _____ |

Classification Changes

| Change | Old Information | New Information |
|---------------|------------------------|------------------------|
| Name: | _____ | Name: _____ |
| Title: | _____ | Title: _____ |
| Position: | _____ | Position: _____ |
| Dept: | _____ | Dept: _____ |
| Phone: | _____ | Phone: _____ |
| Building: | _____ | Building: _____ |
| Room #: | _____ | Room #: _____ |
| Email: | _____ | Email: _____ |

Changes: (Please Specify)

HR Tracking Information:

| | |
|--------------|------------|
| Date Opened: | Opened By: |
| Date Closed: | Closed By: |