

**Prairie View A&M University**

<b>Web Directory Change Request</b>	<b>Date Requested:</b>
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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.

<b>Contact Information</b>	<b>Location</b>
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Requested By: _____	Office Location: _____
Phone Number: _____	Bldg: _____
E-mail Address: _____	Dept: _____

<b>Approver Information</b>	<b>Location</b>
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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: _____