



State of Utah

Department of Administrative Services – Finance

Data Warehouse Work Order Request

Requestor EIN _____ Requestor Name _____

Requestor Email _____ Requestor Phone _____

Department Name _____

Report Request Information

If you have an idea of how your report should look or a report in Access or Excel, please make a screen shot attach the file using the "Attach" button at the bottom of this form. This will be beneficial as we prepare your report within Data Warehouse. Save a copy of this request for your records.

Submit your Work Order Request by emailing the completed form to: DATAWAREHOUSE@UTAH.GOV

Date Submitted _____ Dated Needed _____
Request Type _____ System Involved _____
If other, please describe _____

For Modifications/References to an Existing Report

Please provide the information below

Report Name _____

Report URL/Path _____

Report Request Details

New Report Title _____

Description of Report Request (If you are able to create the query in Access or Excel, please attach SQL and/or table/field names used in the text box below, or use the attach button below.)

How are you obtaining this data currently?					
Frequency of Report?					
Who would require access to this report?					
Internal – State of Utah Employees		External		Other: Describe: _____	
Priority					
Priority Comments					
What formats need to be made available for this report					
PDF		HTML		Excel/Download	
How frequently will this report be run					
Daily		Weekly		Monthly	
Annually		Ad Hoc			
Will this report need to be scheduled, explain if so					
Yes		No			

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For Division of Finance Use

Received by _____

Date Received _____

Comments/Clarifications

Initial Estimate Small Medium Large Extra Large

Estimated Hours _____

TEAMS Task Number _____

Path to Files _____

Approve/Reject

Date

Date email sent to requestor with approval/reject notice, time estimate, etc.