

Auditing Compliance Document

ARGOS REQUEST

Control Number:

Request Information: *(To be completed by Requestor)*

REPORT Name:	REQUEST Type: Create ☐ Change ☐ Access to Execute ☐
Requestor:	Phone Number:
Date of Request:	Requested Due Date:
Authorized to see Full Sensitive Personally Identifiable Information (SPII) data ☐ Date of Birth ☐ SSN ☐ Passport ☐ Visa	
Detailed Description:	
Comments/Enclosures:	
Supervisor's Printed Name , <u>Signature</u> and Date for Authorization (e-signature is acceptable)	

Data Steward Completion Information: *(To be completed by Data Owner)*

Name (Printed):	Approval (<u>Signature</u> & Date) (e-signature is acceptable)

REPORTS Completion Information: *(To be completed by Report Builder)*

Report Builder Name:	Change Status:
Assigned Date:	Implementation Date:
Report Name:	Unless Otherwise Specified CSV Only
Comments/Enclosures:	
Location of Report in Argos:	
SHARED Report:	

All data is used solely for official Hampton University business.