



UNIVERSITY OF CENTRAL ARKANSAS
INSTITUTIONAL ADVANCEMENT - OFFICE OF DEVELOPMENT

List/Labels Request Form (LRF)

Description of list/labels:

Purpose for list:

_____ (If the requested list is to be used for solicitation purposes, please notify the VP for Development)

6 digit CIP or Major Codes (found on "Major Change" Form):

Dates of information needed: Beginning _____/_____/20____ Ending _____/_____/20____

Output of list needed: Labels Printout of list
 Other (specify) _____

Requested by: _____ **Date:** _____/_____/20____

Department: _____

Phone Number: _____ **e-mail:** _____

Request Approved:

Dean: _____ **Date:** _____/_____/20____

Department Chair: _____ **Date:** _____/_____/20____

Please allow at least 2 weeks from the time this request is received for completion of list/labels. Records are continually being updated. We advise all departments to request a current list before each mailing to alumni.

Return LRC to: Database/Program Coordinator's Office at the address listed below, or fax to (501)450-5293

OFFICE USE ONLY:

Received: _____/_____/20____ Approved: _____
 Vice President for Development

revised 10/09/2003

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