


AUSTIN PEAY STATE UNIVERSITY  
POLICIES AND PROCEDURES MANUAL

Policy Number: 99:004	Supersedes Policy Number: 99:004
Date: February 15, 2000	Dated: April 18, 1998
Subject: Request for Lists/Labels	
Initiating Authority: Vice President for Finance and Administration	TBR Policy/Guideline Reference:
Approved:  2/15/00 President	

Regular employees of the University may obtain lists or labels with employee names and home addresses or Austin Peay State University post office box numbers if the information is to be used for University purposes.

Departments requesting lists and/or labels for regular employees with University post office box numbers or home addresses can generate requests through the Human Resources System Extension (HRS EXT). If the department does not have access to this program, a HRS Extract Security Authorization Form should be sent to the Office of Human Resources. The person initiating the request will be notified by the Office of Human Resources once access to the program is complete.

Persons generating lists and/or labels through HRS EXT should pick requests up in the Office of Computer Services.

REQUEST FOR LIST/LABELS

Date of Request:\_\_\_/\_\_\_/\_\_\_

Requested by:\_\_\_\_\_ Campus Phone:\_\_\_\_\_

Account No. \_\_\_\_\_ Approved: \_\_\_\_\_  
Department Head

Purpose for which list/labels will be used:\_\_\_\_\_

Date Required:\_\_\_/\_\_\_/\_\_\_ (Please allow ten working days)

Request Type: \_\_\_\_\_ List \_\_\_\_\_ Labels. Labels, available at the  
University Book and Supply Store,  
must accompany the request.

Number of Copies Needed:\_\_\_\_\_

Employee Type: \_\_\_\_\_ All Employees \_\_\_\_\_ Faculty \_\_\_\_\_ Administrators  
\_\_\_\_\_ Clerical \_\_\_\_\_ Support \_\_\_\_\_ Students  
\_\_\_\_\_ Other (Describe)

Information Required: \_\_\_\_\_ Employee Name \_\_\_\_\_ APSU P.O. Box Number  
\_\_\_\_\_ Home Address

Approved:\_\_\_\_\_ Date:\_\_\_\_\_  
Personnel Representative

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Z Writer List Request/Run:\_\_\_\_\_

Label Request to Computer Services:\_\_\_\_\_ Date

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FOR COMPUTER SERVICES USE ONLY

Time Processed:\_\_\_\_\_ Time Received:\_\_\_\_\_

Entry Number \_\_\_\_\_ Operator \_\_\_\_\_  
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Report Picked Up By:\_\_\_\_\_ Date:\_\_\_\_\_

White - Computer Services, Yellow - Personnel,  
Pink - Department Requesting List/Labels