REQUEST FORM MAKING CHANGES TO THE WEBSITE

Date: ______________________________

Submitted by: ___________________________ Submit this form to:

Request type: (bug fix, content addition, content edit, deletion, design, other)

URL: Note: if it is a specific page, cut and paste the URL

Purpose of the Request: (reason for the request)

Detail(s) of Request:

Supporting documents: (updated text, pictures, print screens-attach these)

______________________________________________________________

Internal use documentation:

Date Received: ______

Reviewed by: _________________________________

Approved: Yes  No  If no, state Reason

______________________________________________________________

Date Changed: _________________________________

Does this change affect other pages?  Yes or No  If, yes, include link to other pages changed.

Changed by: (Name of person) __________________________

Time allotted: _________________________________

January 2013 originally designed by Sharon Shores. Featured on WebSIGHT Hangouts.