Print Form

MICHIGAN STATE UNIVERSITY

ADMINISTRATIVE INFORMATION SERVICES

REQUEST FOR APPLICATION SUPPORT

SEND TO: ADMINISTRATIVE INFORMATION SERVICES
RAS REQUESTS
ROOM 2 ADMINISTRATION BUILDING
PH: 353-4420

AIS DATE RECEIVED (1)

AIS DOCUMENT NUMBER (2)

AIS USER CODE (3)

PLEASE TYPE OR PRINT IN BLACK INK | **AREA ABOVE WILL BE COMPLETED BY AIS**

PROJECT CODE (IF KNOWN) (4)	ACCOUNT NUMBER (5)	DATE PREPARED / / (6)	REQUESTED DUE DATE / / (7)	PRIORITY NUMBER (8)

REQUESTOR NAME (9)	TELEPHONE (9)	AUTHORIZING NAME (PRIMARY) (11)	TELEPHONE (11)

REQUESTOR'S OFFICE, ROOM NO., BUILDING (9)

AUTHORIZING SIGNATURES

REQUESTOR'S SIGNATURE (12)	DATE
AUTHORIZING SIGNATURE (12)	DATE
AUTHORIZING SIGNATURE (12)	DATE

UNIV. COMMON UNIT CODE (10)	UNIT NAME (10)

BRIEF DESCRIPTION OF REQUEST (MAXIMUM 80 CHARACTERS) (13)

REQUEST FOR: (14)

☐ COST ESTIMATE ☐ IMPLEMENTATION ☐ RESEARCH ☐ REVISE PREVIOUS AIS REQUEST NO. _____

DETAILED DESCRIPTION OF REQUEST ☐ SEE ATTACHMENT (15)

AREA BELOW WILL BE COMPLETED BY AIS

EMPLOYEE NUMBER	COMMENTS TO REQUESTOR
DATE COMPLETED / /	☐ SEE ATTACHMENT

INSTRUCTIONS ON BACK

MSU is an affirmative-action, equal-opportunity employer.

A.I.S. Form N064 (01/07)