



Finance Report Request

RR1

Version 1.0

Finance - Delivering Financial and Service Excellence

This form is to be used to request a new Finance report or to make a change to an existing Finance report.

This is a pdf writeable form and can be typed (preferred method).

MIS Use Only

Request ID _____

Request Type

New Report

Existing Report Report Name/ID _____ System _____

New Report

Provide a brief description of the report and its purpose. Attach any supporting models or documentation.

Change to Existing Report

Describe the changes required and reasons for the change. Attach a 'marked- up' version of the report changes.

Business Case

Describe the financial and non-financial benefits of the report and the expected number of users.

Requested By

Name _____
Faculty/Division _____
Employee ID _____
Email _____
Phone _____
Date _____

Approved By

Requires approval by Division/Faculty Finance Manager.

Name _____
Faculty/Division _____
Employee ID _____
Email _____
Phone _____
Date _____

How to submit this form

1. Attach supporting documentation.
2. Email the form and supporting documentation to mis@unsw.edu.au by clicking on the submit button.

Approved by Finance Review Group

Name _____

Email _____

Phone _____

Date _____

Discussed with Requestor

Preferred system for providing this report

Additional Comments