



Request for Employee Salary Information

Requesting Department: _____ Date: _____

Requestor: _____ Phone: _____

Request Type: Original Request Revised Request

Requested Information:

Request Purpose:

Format: Paper Copies Excel Adobe Other_____

Requestor Confidentiality Statement: The information requested and provided is sensitive information intended only for the requestor and for the purpose described within this request. Any use of this information outside of the purpose of this request is prohibited. The information is not to be forwarded or shared unless approved by sender, in advance.

Requestor Signature

Date

Department Head Signature

Date

Finance Department Use only:

Date received request: _____

Processed by: _____

Date submitted salary information to requestor: _____