

Information Update Request University Advancement Services

Clark Hall, Room 329 Ext. Zip: 0184
Phone: 924-1799 Fax: 924-1512

Individual

- Alumni Parent
 Staff Faculty/Emeritus
 Friend

Company

- Corporation
 Foundation
 Other Non-Profit
 Family Trust

Marry

(Husband and wife on system)

Merge

(Duplicate records)

Spouse

- Alumni Parent
 Staff Faculty/Emeritus
 Friend

ID Number 1 _____

Name _____

ID Number 2 _____

Name _____

Prospect Manager: _____

Updates to Individual

- | | | |
|--|---|--|
| <input type="checkbox"/> Name | <input type="checkbox"/> Employment Address | <input type="checkbox"/> Major |
| <input type="checkbox"/> Home Address | <input type="checkbox"/> Employment Information | <input type="checkbox"/> Degree |
| <input type="checkbox"/> Home Phone | <input type="checkbox"/> Employment Phone | <input type="checkbox"/> Graduation Year |
| <input type="checkbox"/> Preferred Address | | <input type="checkbox"/> Heritage Mailing |
| <input type="checkbox"/> Home <input type="checkbox"/> Business | | <input type="checkbox"/> Suspect <input type="checkbox"/> Prospect |
| <input type="checkbox"/> Preferred Mailing | <input type="checkbox"/> Deceased | <input type="checkbox"/> Member |
| <input type="checkbox"/> Joint <input type="checkbox"/> Individual | <input type="checkbox"/> Relationship/Relatives | |

Update to Company

- Mail Name
 Address
 Mail Stop
 Phone
 Other

Add Mail Rules

- Do not contact
 Do not mail
 Do not telemarket
 Do not email
 Do not appeal/solicit
 Do not email appeal
 Don't send offers/SB-569
 Do not send to Harris
 No credit card offers
 Don't print in honor roll
 No Heritage mailing
 Only Washington Square
 No Washington Square

Change Requested By:

- Donor Written Request (Attach Documentation)

Phone Call: From _____ (Caller's name)

By _____ (Staff Member Name/Department)

On _____ (Date of phone call)

IMPORTANT!! No Changes Will Be Made Without Requester Signature and Date Below

Requester: _____
Staff Member Name/Department _____ Date _____

Advancement Services Use Only

Completed By: _____
Date: _____