



Vaal University of Technology

Your world to a better future




IT Services

REQUEST FOR DATA EXTRACTION



EMPLOYEE : _____

DATABASE : STUD FIN STAFF GEN

DATE : _____ 

INFORMATION REQUIRED

Description:

ITS FIELDS TO EXTRACT:

CRITERIA:

FORMAT: EXCEL CSV TXT

NOTES:

1. Please ensure that you consult with **Business Area Owners** to obtain **ITS FIELDS** and **CRITERIA**
2. IT Services can only extract data that is **contained in ITS Database, according to the criteria** provided.
3. Please contact **the Business Area Owners** for **Data Quality Queries**
4. Data that is distributed should comply with **Protection of Personal Information Act**.

REQUEST APPROVED BY DIRECTOR/HEAD OF SPECIFIC DATA OWNER FROM WHICH THE EXTRACTION IS TO BE OBTAINED

Signature Date

STUD: REGISTRAR
STAFF: ED: HUMAN RESOURCES

FIN: ED: FINANCE
GEN: ED: INFORMATION TECH. SERVICES

PLEASE SUBMIT TO DBA AT IT SERVICES AND ALLOW THREE WORKING DAYS TO PROCESS THE REQUEST.

RECEIVED BY:	
_____	_____
<i>Signature</i>	<i>Date</i>
COMPLETED BY:	
REF NO: _____	
_____	_____
<i>Signature</i>	<i>Date</i>