

BEN Financials
Email Feeder Reports as an Attachment Request Form

Please provide the following information:

Name of Feeder: _____
(If more than one feeder, please fill out a separate form for each)

Name of Listserv: _____

Please list the members of the Listserv and their email address:

Name*	S or O	Email Address
<small>*Please indicate, next to the names, whether they are a Subscriber (S) - responsible for reviewing reports or Owner (O) - can add subscribers and receive undeliverable emails</small>		
1. _____	() ()	_____
2. _____	() ()	_____
3. _____	() ()	_____
4. _____	() ()	_____
5. _____	() ()	_____

Who may we contact with questions regarding this listserv?

Name: _____

Email address: _____

Phone #: _____

School/Ctr. _____

Required Signatures:

School/Center Senior Business Administrator: _____

Requestor: _____

Requestor's Email: _____

Requestor's Phone #: _____

Send completed forms to:

Financial Systems
319 Franklin Bldg.
3451 Walnut Street/6284

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