



EMAIL TO MWILLIAMS@MURRAYSTATE.EDU OR FAX TO 809-3436  
**Alumni/Giving Data Request**

**WILL THIS INFORMATION BE USED FOR SOLICITATION PURPOSES/ASKING FOR MONEY?**  
YES \_\_\_\_\_ NO \_\_\_\_\_ (PLEASE ATTACH A COPY OF LETTER, MAILING, OR NEWSLETTER WITH YOUR REQUEST)  
*ALL requests must be approved by the VPUA, Development Director, or Alumni Association staff member.*

Requested By: \_\_\_\_\_ Department/Organization: \_\_\_\_\_  
Email address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Date Requested: \_\_\_\_\_ Date Needed: \_\_\_\_\_ (allow at least 2 weeks processing time)  
Reason for Request: \_\_\_\_\_  
VPUA/ Development /Alumni Association staff member approval: \_\_\_\_\_

**REQUEST DESCRIPTION: (SPECIFIC DETAILS OF ALUMNI/GIVING DATA YOU ARE REQUESTING)**  
\_\_\_\_\_  
\_\_\_\_\_

**REQUEST TYPE:**

- Mail List (Excel file for department use)       Mail List (Excel file for University Post Office)

Mail lists will include Full Name, Address, Spouse, and Class Year unless otherwise specified. For more information, please call Misty Williams, Manager of Research & Records in the Office of Development, at X6926.

- Email List (**NOTE: We do not release email address lists to departments or individuals. Blast emails are coordinated through Alumni Relations. To set up email content, contact Katie Payne at X3279 or at [kpayne13@murraystate.edu](mailto:kpayne13@murraystate.edu) . Email lists will be sent directly to Alumni Relations for distribution.**)

**SORT:**

Zip: \_\_\_\_\_ Alpha Last Name: \_\_\_\_\_ Degree Year: \_\_\_\_\_ Other (Specify): \_\_\_\_\_

**OMIT:**

- Lost Records       No Solicitation
- Deceased Individuals       No Phone Calls
- No Address/Address Unknown       Companies/Organizations
- No Mail       Other: \_\_\_\_\_

**OTHER:**

Combine: One Household \_\_\_\_\_ (pertains to mail lists only)

*(FOR DATA MANAGEMENT OFFICE USE ONLY)*  
Records Selected \_\_\_\_\_ Date Completed \_\_\_\_\_  
Saved list \_\_\_\_\_