



FINANCIAL MANAGEMENT SYSTEM

MODIFICATION REQUEST

This document is used to request and document a baseline/custom programming modification and database table update/s..

Date _____

Module _____

Requester's Name _____

Extension: _____

Contact Person _____

Modification Type

- Enhancement
Design Clarification
Other

Modification Description (Attach other pages if necessary)

[Empty box for Modification Description]

Comments

[Empty box for Comments]

Modification Approval

SME - Module Signature Date
Director / Department Head Signature Date

Submitted to:

Ticket #: Submitted on:

Please submit completed form to eas-cfs@lists.sfsu.edu

Internal Use only:

Technical Lead / Director-ITS: Assigned to:

Resolution:

User Testing dates and Acceptance:

Service Now - Ticket #: Submitted on: