



The University of Georgia

Finance and Administration - Record Center

**Administrative Services Warehouse
4435 Atlanta Hwy Bogart, GA 30622
Phone 706-227-5349 Fax # 706-425-3255**

Reference Request Form

Date of Request: _____

Person Making Request: _____

Department/Division: _____

Phone Number: _____ Fax #: _____

E-Mail Address: _____

Urgency: _____ Routine (file will be delivered within 3 days of request)

_____ Immediate (File will be delivered same day of request)

Record Description Necessary for Retrieval:

(i.e., File Series Name, Fiscal Year, Check/Voucher #, Purchase Order #, Applicable Alphabetical Name)

Deliver Record(s) To:

Attn: _____

Address: _____

Record Center Use

Date Record Pulled: _____

Date Record Returned: _____

Location of Record: _____

/ Administrative Services Warehouse