Data Entry Form for U of A directory

Office Phone	__/__/__/ - __/__/__/__/
Last Name	__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/
First Name	__/__/__/__/__/__/__/__/__/__/__/
Middle Initial	__/
Job Title	__/
Dept Name	__/
Building Code	__/__/__/__/ **Room No.:** __/__/__/__/__/
Home Street Address	__/
Home City, State Zip	__/, __/__/ __/__/__/__/__/
Home Phone	__/__/__/ - __/__/__/__/
Email	__/
Employment Type	please circle: Federal Other

NOTES:

1. Include only information that will appear in U of A directory
2. Do not complete a form for those who do not wish to be listed in the U of A directory
3. Use only the spaces provided
4. Off-campus personnel should not use “Building Code” and “Room No.”