



**G.R.A.M.A Request Form**

**Once this form has been properly filled out, please fax or mail it to the attention of the responsible buyer\* at the University of Utah Purchasing Department,  
Fax: (801) 581-8609  
Front Desk: (801) 581-7241**

Requesting Company Name: \_\_\_\_\_

Requestor's/Contact name (print): \_\_\_\_\_

Requestor's work address: \_\_\_\_\_

Daytime work telephone number: \_\_\_\_\_

Date of request: \_\_\_\_\_

If records have been filed under a social security number, provide that number:

Bid/RFP/PO Number \_\_\_\_\_

In accordance with the Government Records Access Management Act (GRAMA), I am requesting to view/copy the following record(s) (specifically described):

I believe that the records, which I am requesting, are collected, filed, and or otherwise used by the following:

University of Utah, Purchasing Department  
201 Presidents Circle, Room 170  
Salt Lake City, Utah 84112

Please check one of the following relating to your request of the above listed records:

- I am the subject of the record.
- I am the person who provided the information.
- I am authorized to have access by the subject of the record or by proper documentation, which is attached.
- I am requesting records, which I believe to be public.

Requestor's Signature: \_\_\_\_\_

Date signed: \_\_\_\_\_

If the records you have requested are classified as "controlled", please sign the following:

*Acknowledgement*

*I hereby acknowledge that I am a physician, psychologist, or certified social worker and that I will not disclose controlled information to any person, including the subject of the record, except in response to a lawful order of the State Records Committee or the district court.*

Requestor's Signature: \_\_\_\_\_

Date signed: \_\_\_\_\_

\* For a list of buyers at the University of Utah Purchasing Department please see the following web page:  
<http://www.purchasing.utah.edu/about/staff.html>