

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**

Requestor's 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:

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
1901 East South Campus Drive, Room 151
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>