



Office of Finance and Administration
Production Support Services

Room 1, Tigert Hall
P.O. Box 113275
Gainesville, FL 32611-3275
Telephone: (352) 392-1285
FAX: (352) 392-6635

MEMORANDUM

TO: Bridges Production Support
2 Tigert Hall
P.O. Box 113275

FROM: Requestor's Name (print)
University Financial Services
S-113 Criser Hall
P.O. Box 114050

SUBJECT: Direct Loan Interview Tracking (RNQ85600)

Please see the back of this form for instructions.

Please schedule the Direct Loan Interview Tracking run RNQ85600 and C\_SASF\_D\_LOAN\_NONENRL\_TRANSMIT to run every three weeks on Thursday, beginning and ending with the following dates.

Be Sure to update the schedule on the Appworx chain as well as RNQ85600 on BA.T50.SCHEDLIB.

Start Date: [ ] [ ] - [ ] [ ] - [ ] [ ] [ ] [ ]
M M D D C C Y Y

End Date: [ ] [ ] - [ ] [ ] - [ ] [ ] [ ] [ ]
M M D D C C Y Y

Authorized by: \_\_\_\_\_
Signature

\_\_\_\_\_
Date

## PURPOSE


This form is used by University Financial Services to set up the run schedule for *Direct Loan Interview Tracking* for the Fall or Spring term.

## INSTRUCTIONS

1. Enter the run date to begin scheduling RNQ85600 in the space provided. The date must be a Thursday.

 *Enter the date in MM-DD-CCYY format.*

2. Enter the last date to run RNQ85600 in the space provided. This date must also be a Thursday.

 *Enter the date in MM-DD-CCYY format.*

3. Sign and date the completed request in the spaces provided.

4. Submit this request to Bridges Production Support, 2 Tigert Hall, P.O. Box 113275.

**Contact the Bridges Production Support at 392-1285 if you have any questions regarding the use of this form.**