



## **PharmPAC IT Workgroup Request Form**

Dear PharmPAC officers,

The following is guidance for submitting PharmPAC IT Workgroup requests using this PDF form with Adobe Reader/Acrobat (**required vs. opening form in internet browser**). These include, but are not limited to, webpage updates on the PharmPAC website and review of electronic documents for 508 compliance. It is the intention of the IT Workgroup to ensure requests are addressed in a timely manner and adhere to U.S. Public Health Service guidelines. The IT Workgroup may return requests that need of further clarification.

### Note: PharmPAC Website Updates

PharmPAC Committees are encouraged to review their respective pages on the PharmPAC website at least quarterly. All website update requests should be submitted by completing and submitting this form. Please note, website requests may take up to 2 weeks to process and post on the PharmPAC website. Please communicate/coordinate accordingly when submitting time-sensitive updates (e.g., award nominations, promotion resources).

### **REQUEST**

Please ensure all associated documents are sent with the generated email after clicking the "Submit" button below.

**Type of Request:**

**Requesting PharmPAC Committee:**

**Name of Officer Submitting Request (Rank, First Name, Last Name):**

**Email of Officer Submitting Request:**

**Date of Request (MM/DD/YYYY):**

**Website address/URL to be updated (if applicable):**

**Description of Update:** Please describe in detail the request using the proceeding textbox.

## PharmPAC IT Workgroup Request Form (cont.)

Additional description space (if needed):

**\*\*\*Note:** If additional documents are associated with this request form, please attach them to the email generated when clicking the "Submit" button below.\*\*\*