

Request for Data Transfer/Load

General		Server/Database Detail	
Request Date		Server IP/Name	
Requestor Name		Database Software	
Department		Database Name	
Development start date			
Expected Deployment Date			
Request Justification			

Table & Field Detail

Please tick (X) at related column

1. Transfer Environment (Choose)			
Dev - Prod	<input type="checkbox"/>		
Prod - Dev	<input type="checkbox"/>		
Excel/File - Dev	<input type="checkbox"/>		
2. Transfer Data (Choose)			
Replace / Truncate	<input type="checkbox"/>		
Append	<input type="checkbox"/>		
3. Schema		<Schema Name>	
4. Table			
Source		Destination	
1	<Table Name>	1	<Table Name>
2	<Table Name>	2	<Table Name>

Remarks	
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Request By (Developer)	Approved By (Requestor Immediate Superior)	Done By (DB Developer)	Verified By (DBA)
Name:	Name:	Name:	Name:
Designation:	Designation:	Designation:	Designation:
Signature / Date:	Signature / Date:	Signature / Date:	Signature / Date: