ADD – CHANGE - DELETE
AUDITRON CODE RECORD
MILNER / LANIER
To be completed and returned to Copy Services
call Ext. 7-3508 for information

DEPARTMENT NAME	DEPARTMENT INDEX #	EXTENSION	DATE

Please check the appropriate boxes and complete the matching sections below:

NEW CODE ☐ CHANGE CODE ☐ DELETE CODE ☐ CHANGE INDEX # ☐

LOCATION: BUILDING/ROOM _____ COPIER NUMBER _____

NEW CODE INFORMATION

CODE NUMBER _____ ASSIGNED TO _____

CHANGE CODE INFORMATION

OLD CODE NUMBER _____ASSIGNED TO_____

NEW CODE NUMBER _____ASSIGNED TO _____

CHANGE INDEX NUMBER INFORMATION

CHANGE INDEX NUMBER FOR CODE NUMBER_____

OLD INDEX NUMBER _____ NEW INDEX NUMBER _____

DELETE CODE INFORMATION

CODE NUMBER _____ ASSIGNED TO _____

Department authorized signature for any/all above actions: _____

Do not write below this line

To be completed by Milner / Lanier

DATE ACTION COMPLETED:	
COMPLETED BY:	