Form Creation/Modification/Archive Request

This document should be used as a written notice (in conjunction with the Forms Template) to create or make a permissible change to a PCC form. Your request must follow all Form Template Requirements\*.

1. **Requestor Information:**

Requestor’s Name: Department:

1. **Form Information Details:**

Type of Request (Check one): New Form [ ]  Update Form [ ]  Delete/Archive Form [ ]

Name of Form: Form No. (if updating/deleting/archiving):

Form Purpose:

How will this form be completed? (Check all that apply.) Electronically [ ]  By Hand [ ]

Who utilizes this form? (Check all that apply.) Students [ ]  Employees [ ]  External/Guests [ ]

Should access to this form be restricted? Yes [ ]  No [ ]

If yes, please explain:

Is this form replacing another form or will the form be archived? Yes [ ]  No [ ]

If yes, please explain:

Where is the form currently located? Portal [ ]  Drive [ ]  (File Location: )

Ultimus [ ]  Other Location [ ]  Please, explain:

**Form Template Requirements\*:**

1. Fonts and Font Sizes: Required font type is Arial (10-12pt.). All text should be in black font. Header/Footer should be Arial 8pt. The title of the form should be 16pt. bold (or 14pt. bold, if the title runs onto two lines).
2. The official PCC logo in the horizontal orientation should be used in the header.
3. Footer should include revision date (left margin), page number (center), and form number (right margin).
4. Content controls should be used to indicate a form input field.
5. Tables should only be used to display tabular data and not as a means to format the layout of forms.
6. No graphics, images, or watermarks, other than the logo, should be used unless approved by the task force.
7. Ensure the form is compliant with Web Content Accessibility Guidelines (WCAG) by using the
“Inspect Document” feature in Word.

\*A complete list of Form Template Requirements is on page two. To access the Forms Template, go to the Forms tab on the Portal.

**Before submitting this request, please check this box to indicate the corresponding form template is in compliance with the Form Template Requirements.** [ ]

Please submit this form and the corresponding template electronically to the Forms Update Task Force:
Forms@pueblocc.edu

**Form Template Requirements (Full version)**

[ ]  The form must be created in Word using the form template.

[ ]  The Form Creation/Modification/Archive Request form must be completed and submitted with the template to the committee for review.

[ ]  The form must pass the Accessibility Checker before it is submitted to the committee for review.

[ ]  The general PCC logo (in the horizontal orientation) should be used as displayed in the template. No department or campus-specific logos may be used.

[ ]  The header should include the department/office name, building, room number, and phone number.

[ ]  The required font type is Arial.

[ ]  All text should be in black font, including hyperlinks.

[ ]  Header/Footer should be Arial 8pt.

[ ]  Body of the form should be Arial 10-12pt.

[ ]  The title of the form should be 16 pt. bold, if the title fits on one line. If title runs onto 2 lines, then use 14 pt. bold.

[ ]  Acronyms should be spelled out the first time they are referenced.

[ ]  URLs should not be used to direct the user to a website or other location where additional information can be found. Rather, please hyperlink descriptive text within the form to the website or other location.

[ ]  Footer should include revision date (left margin), page number (center), and form number (right margin). If the form is new (not a revision), then the committee will assign the form number.

[ ]  Do not use underscoring to indicate a form input field. Instead, content control text boxes should be used to indicate form input field.

[ ]  Use the content control option to indicate check boxes and provide direction if more than one selection can be made.

[ ]  Tables should only be used to display tabular data and not as a means to format the layout of forms.

[ ]  No graphics, images, or watermarks, other than the logo, should be used unless approved by the committee.

[ ]  Use the standard format for commonly-used fields such as Signature, Name, Address, S #, Email, and Phone # field provided by the committee.

[ ]  Ensure that signatures are presented in the correct order following the approval process.

[ ]  Instructions or the purpose of the form should be stated at the beginning of the form if appropriate or if determined necessary by the committee.