Making a request

	Name of organisation request has been sent to	Reason for request	Reference (Yours)	Reference (Theirs)	Date request sent	Date request responded to	Was it responded to?	Did the request help achieve a financial saving?
Options		*Prevention/detection of crime* *Apprehension/prosecution of offenders*					*Yes - Fully* *Yes - In part* *No - No info* *No - Not compliant* *No - Not specific*	

Responding to a request

	Name of organisation who has made the request	Reason for request	Reference (Yours)	Reference (Theirs)	Date request sent	Date request responded to	Was it responded to?	Did the request help achieve a financial saving?
Options		*Prevention/detection of crime* *Apprehension/prosecution of offenders*					*Yes - Fully* *Yes - In part* *No - No info* *No - Not compliant* *No - Not specific*	