

# REQUEST FOR ITS SERVICES

<b>Project Name:</b>		<b>REQUEST # (ITS Dept Tracking #)</b>	
<b>Requested by:</b>		<b>Request Date:</b>	
<b>Request Dept:</b>		<b>Tel. Number:</b>	
<b>Authorized by:</b>		<b>Title:</b>	
<b>ITS Dept Personnel Assigned:</b>		<b>Date Assigned:</b>	
<b>Service Requested:</b> <input type="checkbox"/> System Modification <input type="checkbox"/> New System <input type="checkbox"/> System Problem <input type="checkbox"/> Report <input type="checkbox"/> Other	<b>Justification (check all that apply)</b> <input type="checkbox"/> Legal/Regulatory <input type="checkbox"/> Voluntary <input type="checkbox"/> PBIE Initiative <input type="checkbox"/> Cost Savings <input type="checkbox"/> Revenue Increase <input type="checkbox"/> Student benefit <input type="checkbox"/> Increase efficiency <input type="checkbox"/> Increase effectiveness <input type="checkbox"/> Student benefit <input type="checkbox"/> Security/Safety requirement	<b>Time Demand: 9/2/05</b> (DATE) <b>Needed by</b> <b>No Later Than</b> <input type="checkbox"/> As soon as possible <input type="checkbox"/> Open End	
<b>System Change or Service Requested: <i>(Please describe in detail)</i></b>			
<b>Reason for Requests: <i>(Benefit/Justification - for boxes checked above, please provide detail explanation)</i></b>			
<b>New or Revised System Input / Outputs attached:</b>			