

**INFORMATION SYSTEMS DIVISION
REQUEST FOR SERVICE FORM**

Full Name: _____ Title: _____

Location: _____ Division/Section: _____

Telephone: _____ Fax: _____

Please Indicate Type Of Service Required

New Workstation (includes PC, Monitor, Printer, Microsoft Office Suite, Microsoft Outlook).*

Upgrade of existing workstation * Relocate existing workstation

Other (specialized) PC software: _____
(i.e. Informs, WinFax, Microsoft Visio, Microsoft Project, etc.)

New Network Account New E-mail Account Internet Access

Other Hardware:* _____
(i.e. Color printer, laptop, scanner, modem, plotter, CD-Writer, PDA, etc.)

Network Applications: _____
(i.e. PGTS, CATS, OCRA, Work Order System, Security Badge, Legistar, Attachmate, etc.)

PLEASE JUSTIFY REQUEST:**

APPROVALS:

Immediate Supervisor: Name: _____ Title: _____ Date: _____

Manager: _____ Date: _____

Property Custodian: _____ Date: _____

***Assistant Director: _____ Date: _____

***** Only required for new workstations and upgrade of existing workstation.**

* Please expect a minimum of 2 weeks for processing request.

** Request will not be processed without proper justification.