Payreto FLEXIBLE BUSINESS PROCESS SOURCING.

Technology Request Form

Purpose

The purpose of the Technology Request Form is to encourage project planning and to ensure the appropriate use of PAYRETO resources. This form collects information to assist in the determination of the alignment of the proposed technology with the company's information, and technology needs. Additionally, it will assist in identifying an accurate cost estimate of the project or purchase.

Classification

Identify the classification of the request.

☐ Information Technology

All technology initiative requests like computer hardware, software, computer services, multimedia equipment, applications, tools, software to be installed, configured, and implemented.

☐ Development

All technology initiative requests involving the development of scripts, applications, plugins, analysis, tools, integrations, and programming.

Requestor Information	
Name:	Employee ID:
Email:	Phone:
Position/ Job Function:	
Request Description/Justification:	
-Please include any other pertinent information that supports your project request. Append necessary documents to support the request.	

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Technology Evaluator		
By signing this form, I have reviewed the technology requested above.		
Evaluator Signature:	Position:	Date Signed:
Recommendation:		

Approval	
Signature:	Date Signed:
Name:	Email: