# Hardware and Software Upgrade Request

Indicate N/A where not applicable.

|  |  |
| --- | --- |
| Item | Details |
| **Upgrade title** | [Provide a descriptive title for the upgrade] |
| **Date upgrade was initiated** |  |
| **Requester name** |  |
| **Department** |  |
| **Contact number** |  |
| **Technician in charge** |  |
| **Computer name** |  |
| **Computer location** |  |

Requested upgrade

Confirm with the user what upgrades are needed. Detail their response here.

Reason for upgrades

Detail the reason why the user requested the upgrade.

## Approval of hardware and software upgrade request

### Hardware and software upgrade request approved by:

Name:

[Name of the appropriate person approving the Hardware/software upgrade request]

Role:

[Their role e.g. ICT Support Senior Manager, End user]

Signature: Date:

[Date]

### Hardware and software upgrade request approved by (if applicable):

Name:

[Name of the appropriate person signing off the installation]

Role:

[Their role e.g. ICT Support Senior Manager, End user]

Signature: Date:

[Date]