Compute and Data Canter Division	**New Server Request Form**	**Reference No.:**

1.	**Requester information**	
1.1	*Requested Date:	Date: 25/10/2025

1.2	*Contact Name: Ewnetie Adane	Title: Software Engineer 1	Signature:

1.3	*Division: System Dev't & Business Analysis	Phone No: 0933573701

1.4	*Email Address: ewnetiea@awashbank.com , abeshuk@awashbank.com

2.	**Server Information and Purpose**

2.1	* Environment (***check only one***): ☐ Production ☒ Test ☐ Development * If test/development is selected, select the duration of the test server: ☒ Temporary ☐ Permanent * If temporary selected how long you plan to use the server: ☐ One Month ☐ Two Months ☐ Three Months ☐ Others Please Specify ___Five Months_____ * If permanent selected please specify the reason: ____ _____ * ☒ Agreed not go live on test/development environments * If the Environment is **Production**, it must provide us with the **VAPT** report of the server for security purposes.

2.2	What is the intended purpose of the server? *Description To deploy the **Tax Management System** application for testing (Test Environment)

2.3	* Type of Server (***check all that apply***): ☒ Application Server Quantity: _1____ | ☒ Database Server Quantity: 1____ | ☒ Web Server Quantity: __1___ | ☐ Other: _____ Quantity: _____

2.4	*Business Criticality justification ☒ Important ☐ Critical ☐ **Highly Critical**

3.	**System Requirements for Database Server**			
3.1	* Operating System	* No. Of Cores(vCPU)	* Memory (RAM)/GB	* Storage (GB)requirements for DATA Partition
	Windows System 2019	16	32	500

4.	**System Requirements for Application Server**

4.1	* Operating System	* No. Of Cores(vCPU)	* Memory (RAM)/GB	* Storage (GB) requirements for DATA Partition
	Window Server 2019	16	32	500

5.	**System Requirements for Web Server**			
5.1	* Operating System	* No. Of Cores(vCPU)	* Memory (RAM)/GB	* Storage (GB) requirements for DATA Partition
	Window Server 2019	16	32	500
	* ☐ Agreed not to use OS disk partition for applications data and logs.			

6.	**User Access**			
6.1	* Access Method	☐ URL (Cockpit) ☐ Terminal ☒ RDP		
6.2	* What type of access is required?	☒ AD ID ☐ Local Administrator *If local administrator is selected please specify the reason and attach security division approval.		
6.3	*List here the name of users & Login ID who need's access rights	Login ID for DB	Login ID for APP	Login ID for Web
	Manager/Principal			
	Senior Administrator	YohanisT	YohanisT	YohanisT
	Administrator	abeshuk ewnetiea	abeshuk ewnetiea	abeshuk ewnetiea

7.	**Authorization**			
7.1	* All the above requests for servers must be approved by the appropriate Director/ Division Manager. By signing below the Director / Division Manager certifies the server is required.			

Director / Division Manager Name	Position	Signature	Date
Dawit Gurara	Manager of SDBA		25/10/2025

Note: (*) Mandatory fields must be filled out; otherwise, the server and storage team cannot be held responsible for any delays.

* The virtual server will be provided with awash domain and operating system firewall enabled.

* The virtual servers will be provided not more than 150GB operating system disk size.

* Provide hardcopy Approved HLD Design of the System.

* Application management division cannot request database servers unless the nature of the application server is embedded with the database servers or the solution is monitoring, tools, collaboration or related. The same is true for database management division.

* Other than PMO, if application management division requires a database server and handover the server to database division after finalizing the tasks, both division directors should agree and sign on the request form. The same is true for database management division.

1.	Security Requirements Check List (Only for Security Team)	
Server Information		
Host Name:	IP Address:	
Security Requirement Check Lists		
* Security by Design Review conducted by Security Engineering Team?	☐ Pass ☐ Fail	
* Does the list of Users are authorized to access the specified system?	☐ Yes ☐ No	
*Anti-Virus installed?	☐ Yes ☐ No	
* OS Version (Build Number) Acceptable?	☐ Yes ☐ No	
*Unnecessary port closed	☐ Yes ☐ No	
Additional Security Check List Could be Attached Separately by The Security Team.		

2.	IT Security Checker
2.1	*Name: _____ Signature: _____ Date: ____/_____/____
2.2	*Name: _____ Signature: _____ Date: ____/_____/____ Name: _____ Signature: _____ Date: ____/_____/____

3.	IT Security Reviewer
*By signing below the Division Manager certifies the request is valid	
Manger Name:	Date: ____/_____/____
Signature:	

4.	IT Security Approver
*By signing below the Director certifies the request is valid	
Director Name:	Date: ____/_____/____
Signature:	

	Section to be completed by Computing and Data Center Division	
1	**Server Detail**	
1.1	Server Profile name & IP	
1.2	Server infrastructure domain	☐ x86_64 ☐ IBM Power server
1.2	Server Joined Domain	☐ Test ☐ Production
2	**Provisioning**	
2.1	Provisioning Options	☐ New ☐ Re-Purpose If it is re-purpose, please specify the pervious IP & hostname:
2.2	Server Location	☐ DC Site ☐ DR Site
3	**Authorization**	
3.1	Provisioning by:	
3.2	Provisioned date:	
3.3	Approved by:	

provisioning.

* A request for servers must be approved and assigned to the system administrator by the Division Manager or Principal.

*This sheet must be attached and recorded with the server request and security requirements check list approval.
*If the server provisioners are two & more, this sheet must be duplicated