

**REQUEST FORM FOR A VIRTUAL MACHINE (VM) MANAGEMENT**  
**I&CT Department Infrastructure Division**

Date: \_\_\_\_\_

1. Requested by Name & P-No: \_\_\_\_\_
2. Email Address: \_\_\_\_\_ (Department & Contact): \_\_\_\_\_
3. Request Type: ☐ VM Creation ☐ VM Updating ☐ VM Deletion
4. Publish: ☐ Internet ☐ Intranet
5. Hostname of VM: \_\_\_\_\_
6. Specify the Services or URL on the requested VM:  
☐ FTP/SFTP ☐ HTTP/S ☐ DB ☐ Others \_\_\_\_\_
7. Please Specify configurational Requirements:  
 RAM: \_\_\_\_\_ Processor: \_\_\_\_\_ Storage: \_\_\_\_\_ OS: \_\_\_\_\_  
 Others: \_\_\_\_\_
8. Purpose of Request \_\_\_\_\_
9. Importance/Severity of Service:  
☐ Critical ☐ Moderate ☐ Normal
10. Backup requirement: Yes / No  
 If yes please Specify Backup details  
 Database: \_\_\_\_\_ Directory: \_\_\_\_\_  
 Frequency: \_\_\_\_\_ Retention: \_\_\_\_\_

**Declaration**

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I/We shall use the computing resources provided to me/us in accordance to PIA IT Policy.

\_\_\_\_\_  
User's Signature

**Recommended/Not-Recommended**

Remarks \_\_\_\_\_

\_\_\_\_\_  
Sign & Stamp of recommending Authority

**For DC Admin Use only**

**Permitted/Not Permitted**

Remarks \_\_\_\_\_

\_\_\_\_\_  
DGM Data Center

VM creation date \_\_\_\_\_ VM lease termination date \_\_\_\_\_

No of CPU \_\_\_\_\_, RAM (GB) \_\_\_\_\_, DISK (GB) \_\_\_\_\_, IP \_\_\_\_\_