**Hardware/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/Software Upgrade Request

## Hardware/Software upgrade request approved by:

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

**Role:** [Their role e.g. Network Manager, End user]

**Signature:**

**Date:** [Date]

## Hardware/Software upgrade request approved by: (if applicable)

**Name:** [Name of the appropriate person signing off the installation]

**Role:** [Their role e.g. Network Manager, End user]

**Signature:**

**Date:** [Date]