



IT Request Form

Please complete request form and submit to Sr. VP or Regional VP and Executive VP of Operations for approval.
Forward the approved form to the IT Department for processing via fax to 713-386-7705 or inter-office.

Requested For: Mark Zuckerberg Emp#/Badge#: 1549446 Date: 9/25/2017

Requesting Manager: Test Manager Contact Number: 555-555-5555

Concept/Location: Landrys Katy ☐ New Hire ☒ Existing ☐ Transfer

Ship-To Address: 1510 West Loop S

Priority: ☐ Low ☒ Medium ☐ High Date Desired: 8/18/2017

<input type="checkbox"/> Desktop Computer:	<input type="checkbox"/> New	<input type="checkbox"/> Replacement
Specifications: _____		
<input checked="" type="checkbox"/> Laptop Computer:	<input type="checkbox"/> New	<input checked="" type="checkbox"/> Replacement <input type="checkbox"/> Loaner
Return Date: <u>9/18/2017</u>		
Specifications: <u>lSpecs</u>		
<input type="checkbox"/> Misc. Hardware: _____		
<input type="checkbox"/> Application(s): _____		
<input type="checkbox"/> Other: _____		

Comments/Special Instructions:

comment

Requestor

Print Name: _____ Date: _____

Signature: _____

VP/Director

Print Name: _____ Date: _____

Signature: _____

Executive VP of Operations

Print Name: _____ Date: _____

Signature: _____

~ FOR OFFICE USE ONLY

VP of IT Approval: _____ CFO Approval: _____

Date Ordered: _____