



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: Matthew Potter Emp#/Badge#: 1549446 Date: 9/25/2017

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

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

Ship-To Address: _____

Priority: ☐ Low ☐ Medium ☐ High Date Desired: 1/1/0001

☒ Desktop Computer: ☐ New ☐ Replacement

Specifications: _____

☐ Laptop Computer: ☐ New ☐ Replacement ☐ Loaner

Return Date: _____

Specifications: _____

☐ Misc. Hardware: _____

☐ Application(s): _____

☐ Other: _____

Comments/Special Instructions:

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: _____