



# 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: 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

☐ Desktop Computer: ☐ New ☐ Replacement

Specifications: \_\_\_\_\_

☐ Laptop Computer: ☐ New ☐ Replacement ☐ Loaner

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

Specifications: \_\_\_\_\_

☒ Misc. Hardware: misc hardware

☐ Application(s): \_\_\_\_\_

☐ 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: \_\_\_\_\_