



# 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: \_\_\_\_\_ Emp#/Badge#: \_\_\_\_\_ Date: \_\_\_\_\_  
Requesting Manager: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
Concept/Location: \_\_\_\_\_ New Hire Existing Transfer  
Ship-To Address: \_\_\_\_\_  
Priority: Low Medium High Date Desired: \_\_\_\_\_

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: \_\_\_\_\_