

SOFTWARE DEVELOPMENT/MAINTENANCE SUPPORT REQUEST

This form must be completed and submitted to Information Technology for any new project or modification to existing software involving the systems and programming staff of Information Technology.

DESCRIPTION

This section should contain the specifications for the project. Attach as much detail as is necessary to sufficiently define the nature of the project. If details are not known, discuss the project with appropriate personnel in Information Technology before submitting this request form.

JUSTIFICATION

This section should contain the reason for the project and a description of the benefits to your office and the university.

AUTHORIZATION

Director/Dean/Vice President _____ Date ____/____/____
(REQUIRED SIGNATURE)

Completion Date ____/____/____ Departmental Contact Person _____ Phone _____
Requested

ACCEPTANCE

For OIT Use Only

Reviewed by _____ Date _____ Recommended Action _____

Completed by _____ Date _____