



Date: _____

*An SCR-1 (Security Request) form will be required for all request that require security access to the network or an application that requires a password.

INSTRUCTIONS FOR TR/GS FORM COMPLETION

Technical Request for IT Goods and Services form should be completed when requesting IT goods and/or services from EOHHS Secretariat IT Operation Services.

Requester must complete sections 1 through 5.

Date: Date form is completed by requester
Section 1-Type of Request: Place a check mark next to the appropriate box(es) of request. Choose Other for any request not listed (i.e. printer setup, overhead/LCD). *An SCR-1 (Security Request) form is required for any request that requires security access to the network or an application that requires a password.
Section 2-Requesting Unit: Provide the Office Name and Location where work is to be completed
Section 3- Contact Names: Provide name of contact person, Unit/Office Director and phone numbers. A Director's signature is required.
Section 4-Request Statement: Provide a statement identifying your request and what is needed from Customer Services in order to address and resolve the request. Specify expected due date.
Section 5- Business Justification: Provide a statement identifying what the business need is for requesting the service or requesting a procurement of hardware/software.