



IT Modification Request (ITMR)

College/Department: _____ Date Submitted: _____

Requestor: _____ Phone Number: _____

Project Name: _____ Account Number: _____

Project Location: _____

Project Description:

Dean/Director: _____ Date: _____ Approved _____ Disapproved _____

Print Name: _____

Vice President: _____ Date: _____ Approved _____ Disapproved _____

Print Name: _____

Form should be sent to evpfa@tamucc.edu for review and approval.

EVP F&A: _____ Date: _____ Indicate: Approved or Disapproved

Instructions for Completing the IT Modification Request Form

- The ITMR is used to request the installation of IT infrastructure such as audio visual displays and telecommunications connections. If significant electrical, heating and cooling or facilities work will be required, a Facilities Maintenance Request (FMR) should be completed.
- The completed ITMR form should be sent to evpfa@tamucc.edu for review.
- Documentation for the complete process is attached in the [ITMR swimlane](#).
- Questions regarding approved ITMRs may be directed to the @u Help Desk at ITRequests@tamucc.edu or by calling 825- .