



## 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 [cio@tamucc.edu](mailto:cio@tamucc.edu) for review and approval.

SAVP IT/CIO: \_\_\_\_\_ 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 [cio@tamucc.edu](mailto:cio@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 Service Desk at [ITRequests@tamucc.edu](mailto:ITRequests@tamucc.edu) or by calling 825- .