

**Information Technology Services – Client Services  
Request for Departmental Support**

**Send Completed form to Vicky\_Gerik@baylor.edu**

**DEPT.NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_

**CONTACT NAME** \_\_\_\_\_ **PHONE NO.** \_\_\_\_\_

**Request for Departmental Server**

Date Needed: \_\_\_\_\_

Purpose of Server:

**FOR ITS USE**

Assigned to: \_\_\_\_\_

Date Completed: \_\_\_\_\_ Client Sign-off Received: \_\_\_\_\_