

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

Send Completed form to Brent_Harris@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: _____