



**INFORMATION RESOURCE REQUEST
UNIVERSITY OF CENTRAL FLORIDA**

1. Requester Information:

Department Name: _____ Tel. No.: _____
Contact Name: _____ Email Address: _____
Department/Project No.: _____ Date: _____
Requisition # _____ Computer Store Purchase:

2. Use and Technology Type (mark all that apply):

Academic Computer Hardware Telecommunication Hardware
Administrative Computer Software Telecommunication Software
Research *[Cloud/SaaS/IaaS/PaaS](#) Telecommunication Cable Infrastructure

*An approved and signed security assessment review must be attached to the IRR. Please refer to the [Vendor Risk Management Program Procedures & Checklist](#).

3. Describe Project, Purpose, and Resources being acquired:

4. One-Time Costs:	5. Annual Ongoing Costs:
Hardware: _____ Software: _____	Software Maintenance: _____
SitePreparation: _____	Hosting Services: _____
Installation: _____	Other: _____
Other: _____	
Sub-total:	Sub-total:
Total:	

Approved: _____ Date: _____ IRR#: _____
Information Resources Manager

Please may hit submit at the top of the form, mail, or fax (407-823-6710) completed IRR form and related documentation to: Information Technologies & Resources, Millican Hall 338, +2800. Any questions regarding the IRR form should be referred to the Information Technologies & Resources office at 407-823-6778.

NOTE: Requisitions over \$75K require Vice President approval.