



**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 | Telecommunication Cable Infrastructure | |

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

4. One-Time Costs:

Hardware _____ Software _____
 Site Preparation _____
 Installation _____
 Other _____
 Total _____

5. Annual Ongoing Costs:

Maintenance _____
 Other _____
 Total _____

6. Comments:

Approved: _____ Date: _____ IRR No. _____
 Information Resources Manager

Please 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 \$50K require Vice President approval.