

Network & Infrastructure Service Request

Questions about this form? Please call 701-231-7181.

Date Submitted: _____

Location: _____
Please enter building name & room number(s)

Requested By:

Department: _____

Name: _____

E-Mail Address: _____

Office Phone: _____

Cell Phone: _____

Fac Mgmt Job #: _____

Requested Completion Date: _____

Funding:
You may split funding by percentage. If you need additional lines for funding, please list in the **Work Description** area below.

Fund	Dept.	Account	Program	Project	% or \$
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Fund	Dept.	Account	Program	Project	% or \$
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Signature to authorize funding
Signatory must have the authority to approve depletion of funds

Name of funding signatory:

Signature to authorize this request (*Dean/Department Head*)

Name of authorizing signatory:

Provide an estimate before proceeding with requisition
If you request an estimate, no work will be performed and no funds will be depleted until the requester accepts the estimate. After being submitted by Network Engineering & Operations, any estimate not accepted within 60 days will be removed from the estimating queue and your request will need to be resubmitted.

Please include all funding information & signatures with your request for an estimate, or an additional form with this information will be required before work can be performed. Actual costs incurred will be billed.

Work Description: Please include any additional documentation (Floor plans, equipment specifications, other contacts, etc.)

Network Engineering & Operations Tracking Information
Please do not write in this area.

Assigned Project ID _____

ROUTE THIS FORM TO :
Network Engineering & Operations
Quentin Burdick Building 136

Phone (701) 231-7181
Fax (701) 231-7464

Please retain a copy for your records.