



IT Services - Network Service Request

IT - 0205

Date: _____ Requestor: _____ Ext. # : _____

SBCEO Dept.: _____ Location: C. Oaks Hope Ctr. No Co
 Other _____

New Employee: Name _____

Network Services:

Adding new equipment to network: PC Mac Win Server Mac Server iPad
 Smartphone Printer Other _____

Was the equipment? : Purchased by SBCEO (will access private network)
 Personally purchased (will access secured public network)

Replacing or moving equipment already on network.

Login service to the File Sharing Server

Office-wide Antivirus service

Office-wide Back-up service (Cathedral Oaks Site Only)

Giving a presentation that requires Internet/Network connectivity from location other than where your computer is currently connected.

Additional Information:

Authorized Department Signature: _____