

No: _____



DATA PROCESSING SERVICE REQUEST

University Computing & Information Services

UCIS Help Desk • D.F. Lowry Building • (910) 521-6260 • www.uncp.edu/ucis

After reading this user agreement, please print the requested information and sign below.

Name:		Date of Request:	
Department:		Date Needed:	
Nature of Request:	(Describe problem/solution/service needed)		

User Acceptance: _____ / _____ / _____
Signature *Date*

Comments: _____

UNIVERSITY COMPUTING USE ONLY	
Date Received _____	Estimated Man-hours Required _____
Status of Request _____ Rejected	
Reason: _____	
_____ Assigned to: _____	
Target Date: _____ / _____ / _____	
Comments: _____	
Date Completed: _____ / _____ / _____	