



# United Clinical Laboratories

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## Information Technology Request Form

**Requested By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Work Location:** \_\_\_\_\_ **Needed By:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Send signed, completed IT Request Form to the IT Project Coordinator, Cathedral Square.*

**Request Description:** *Specify screens, menus, programs, input specs and output examples; attach screen prints.*

**Reviewed By:**     Mary English                       Rich Theobald                       Steve Raymond

Initial & Date:                      \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_

**Approved By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Completed by IT Department:*

## Information Technology Resources:

Project Title: \_\_\_\_\_

Initial Contact: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Assigned To: \_\_\_\_\_ Programmer Initials: \_\_\_\_\_

Est. Hours: \_\_\_\_\_ Completion Sent: \_\_\_\_\_