

Prairie View A&M University

Disk Storage Request

Date Requested:

Departments can request, at no charge, twenty (20) gigabytes of space to meet departmental needs. The department must appoint an administrator to manage this space. This administrator will be responsible for allocating the departmental space and defining access rights for departmental users. Training for departmental administrators will be provided by ITS as necessary. To request departmental space, the dean or department head must complete this Disk Storage Request Form. Send the completed form to Information Technology Services SR Collins Room 126. Please allow 3 business days for processing.

Contact Information

Location

Requested By: _____ Office Location: _____

Phone Number: _____ Building: _____

E-mail Address: _____ Department:: _____

Approver Information

Location

Name: _____ Office Location: _____

Phone Number: _____ Building: _____

E-mail Address: _____ Department: _____

Dept Head: _____ Dept Head : _____
(Mandatory) Signature (Mandatory) Please Print

Date: _____ Date: _____

New Service: If this disk space request and prior allocations totals more than the standard department allocation please provide an account number for the additional amount. Space is available in increments of (20GB).

Size (GB) Requested: _____

PVAMU Account number: _____

Additional storage in 20GB increments: _____ x \$51.00 = \$ _____

Share Drive Name Requested: _____

Share Drive Administrator and Backup: _____

Modification to Current Service

Size (GB) Requested: _____

PVAMU Account number: _____

Additional storage in 20GB increments: _____ x \$51.00 = \$ _____

Share Drive Name Requested: _____

Shared Drive Administrator and Backup: _____

Delete Service:

Share Drive Name:

Shared Drive Administrator:

Prairie View A&M University

Please Provide Justification:

Current Situation: (Identify the problems that you are facing and your goals and objectives)

Technical Situation: (Provide a detailed evaluation of your current technical situation)

Solution: (Summarize your solution for your current problematic situation)

Benefits: (Summarize the quantifiable benefits that your solution will provide)

ITS Use Only

Shared Name:

Completed by:

Date: