



**INFORMATION RESOURCE REQUEST  
UNIVERSITY OF CENTRAL FLORIDA**

**1. Requester Information:**

Department Name \_\_\_\_\_ Tel. No. \_\_\_\_\_

Contact Name \_\_\_\_\_ Email Address \_\_\_\_\_

Department/Project No. \_\_\_\_\_ Date \_\_\_\_\_

Requisition # \_\_\_\_\_ Computer Store Purchase:

**2. Use and Technology Type (mark all that apply):**

- |                |  |                            |
|----------------|--|----------------------------|
| Academic       | Computer Hardware                      | Telecommunication Hardware |
| Administrative | Computer Software                      | Telecommunication Software |
| Research       | Telecommunication Cable Infrastructure |                            |

**3. Describe Project, Purpose, and Resources being acquired:**

**4. One-Time Costs:**

Hardware \_\_\_\_\_ Software \_\_\_\_\_  
 Site Preparation \_\_\_\_\_  
 Installation \_\_\_\_\_  
 Other \_\_\_\_\_  
 Total \_\_\_\_\_

**5. Annual Ongoing Costs:**

Maintenance \_\_\_\_\_  
 Other \_\_\_\_\_  
 Total \_\_\_\_\_

**6. Comments:**

Approved: \_\_\_\_\_ Date: \_\_\_\_\_ IRR No. \_\_\_\_\_  
 Information Resources Manager

Please mail or fax (407-823-6710) completed IRR form and related documentation to:  
 Information Technologies & Resources, Millican Hall 338, +2800. Any questions regarding the IRR form  
 should be referred to the Information Technologies & Resources office at 407-823-6778.

NOTE: Requisitions over \$50K require Vice President approval.