

# BUSINESS TECHNOLOGY INVESTMENT REQUEST FORM

## CONTACT INFORMATION

Today's Date:

Reference Number, if applicable (e.g. TSR)

Requester's Name:

Department:

Check if this request is part of the Annual IT Investment Planning Process

## REQUEST DETAILS

Request and/or Project Title:

Requested Start Date:

Requested Completion Date:

State the business need:

Explain the benefits and value if request is fulfilled:

Select expected business outcomes(s) if request is fulfilled:

- Reduce Costs    Increase Efficiencies    Increase Revenue    Mitigate Risk  
 Continue Operations    Improve Customer Service    Resolve Compliance Issue  
Vendor, if known:

Explain business risk and Impact if request is not fulfilled:

## FINANCIAL DETAILS

This request is for:   Seeking Budget Appropriation

Spending Current Appropriation

Specify available funding source(s):

- General    Enterprise    Grant  
 Other

Please specify funding source(s) and dollar amount for each

Cost Center/WBS:

GL

Initial Cost:

Annual Maintenance Cost:

(Leave fields blank if estimates or actuals are unknown)

Submitted On Behalf Of: (Middle Manager or Above)