



## Request for Revision to IT

To: Office of Management and Enterprise Services      Request Date: \_\_\_\_\_

From: Agency Name \_\_\_\_\_ # \_\_\_\_\_

Requesting Officer \_\_\_\_\_ Contact # \_\_\_\_\_

*"Pursuant to the provisions of Title 62, Section 35.4 A. No state agency shall expend or encumber any funds for the purchase, lease, lease-purchase, lease with option to purchase, rental or other procurement of any information technology assets without the prior written approval of the Chief Information Officer. B. No state agency shall initiate or implement an information technology planned project without the prior written approval of the Chief Information Officer.*

**Note to Agency:**

1. Please send one copy to OMES- ISD with IT Revision request. (Form BUD-IT) Once approved submit revision along with ISD approval to OMES- Budget Division.
2. The IT Plan MUST be revised to reflect these changes. (if not already included in the IT plan)
3. These funds may not be budgeted before approval from OMES/ISD.
4. Please allow up to one week to approve IT revisions.

Account	Description	Division	Class	Amount of Request

5. This IT revision is necessary because: {Please describe in detail the situation that makes this revision necessary. (Attach additional letter size pages as needed)}

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I hereby certify that the above request is necessary, the reasons therefore are correct, and funds can be spared from stated accounts without creating a deficiency.

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Administrative Head of Agency or "Request Officer"
Date Signed:

In view of the existing circumstances and the applicability of Title 62, Section 35.4 A & B the above request is:

- Approved
- Rejected for the following reason: \_\_\_\_\_

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ISD segment Manager
Date approved