



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 allow up to one week to approve IT revisions.
2. These funds may not be budgeted before approval from OMES/ISD.
3. The IT Plan **MUST** be revised to reflect these changes. (if not already included in the IT plan)
4. Please send one copy to your agency's OMES Budget Analyst along with the Letter to Allot and Revision spreadsheet. The Budget Analyst will obtain IT approval.

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)}

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.

_____ _____

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: _____

_____ _____

ISD segment Manager Date approved