

Data Short Request

(Sending this form as an e-mail attachment is the preferred method.)

Information Technology Services

191 Durham Center
294-8565; Fax 294-5050 (support@iastate.edu)

Coordinator's Name

Extension #

Coordinator's Department

Desired completion date:

- As soon as possible *(Allow approximately 5 working days.)*
- Emergency/Rush *(Call 4-8565 to obtain prior approval. \$100 expedite fee. Maximum 2 items.)*
- Specific Date: _____ *(Must be received more than 5 working days ahead of a specific date.)*

Special Instructions:

Install Fund Account # _____

Monthly Fund Account# _____ Is this a new monthly fund account? _____

Add Service: *(For new jacks, please attach a diagram or sketch marking each new jack location doors, and north.)*

<u>Jack</u>	<u>Service Type</u>	<u>Adjunct Equipment</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Disconnect Service:

<u>Jack</u>	<u>Service Type</u>	<u>Adjunct Equipment</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Change Speed:

<u>Jack</u>	<u>Service Type</u>	<u>Adjunct Equipment</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Adjunct Equipment:

8-Port in room switch (DLink), other in-room switch *(state in Special Instructions)*, Wireless Access Point (requires active Ethernet)

Additional Notes:

- Additional jacks, service type, and adjunct equipment can be included in an attachment to this request.
- Any theft of or damage to Information Technology Services equipment will be the financial responsibility of each ordering department. Information Technology data equipment must be placed in a secured area or a locked box with adequate ventilation.

For ITS Use only Order _____ Spec I _____ Print _____ Email _____ Spec II _____ Closed _____

Service Type

CENET

Isolated CENET

10 GigEn35

Cable TV

Wire Rental Jack to Jack

Wire Rental Building to Building

Extended T1/56K Circuit

TS Port 422

Adjunct Equipment

8-Port in-room switch (DLink)

Other in-room switch

Wireless Access Point