Consulting Services Authorization

Appropriate account authorization must be obtained BEFORE services are provided. The standard consulting charge is $100 per hour, billed in 15-minute intervals.

User Information
Full Name: _______________________________  CWID: ___________________  Phone: ______________________
Department: _______________________________  Location: _______________________
ITS Tag #: _________________________________  Fund #: _______________________

Authorization
Administrator’s Name (print): _______________________________
Account Authorization Signature: ____________________________  Date: _______________________
5- Acct. Authorization Signature: ____________________________  Date: _______________________

Service Description
☐ Operating System Install  ☐ Software Install  ☐ Memory Install  ☐ File Transfer
☐ Hardware Install  ☐ Other

Please provide a description of the service you need performed:
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

Start Time: ______________________  User’s Initials: ______________________
End Time: ______________________  Technician’s Initials: ______________________
Total Charges: ___________________  Reference Number: ______________________