



**INFORMATION RESOURCE REQUEST  
UNIVERSITY OF CENTRAL FLORIDA**

**1. Requester Information:**

Department Name: \_\_\_\_\_ Tel. No.: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Department/Project No.: \_\_\_\_\_ Date: \_\_\_\_\_  
Requisition # \_\_\_\_\_ Computer Store Purchase:

**2. Use and Technology Type (mark all that apply):**

Academic                      Computer Hardware                      Telecommunication Hardware  
Administrative                Computer Software                      Telecommunication Software  
Research                      \*[Cloud/SaaS/IaaS/PaaS](#)                      Telecommunication Cable Infrastructure

\*An approved and signed security assessment review must be attached to the IRR. Please refer to the [Vendor Risk Management Program Procedures & Checklist](#).

**3. Describe Project, Purpose, and Resources being acquired:**

<b>4. One-Time Costs:</b>	<b>5. Annual Ongoing Costs:</b>
Hardware: _____ Software: _____	Software Maintenance: _____
SitePreparation: _____	Hosting Services: _____
Installation: _____	Other: _____
Other: _____	
Sub-total:	Sub-total:
Total:	

Approved: \_\_\_\_\_ Date: \_\_\_\_\_ IRR#: \_\_\_\_\_  
Information Resources Manager

Please may hit submit at the top of the form, mail, or fax (407-823-6710) completed IRR form and related documentation to: Information Technologies & Resources, Millican Hall 338, +2800. Any questions regarding the IRR form should be referred to the Information Technologies & Resources office at 407-823-6778.

NOTE: Requisitions over \$50K require Vice President approval.