



# Campus Computing Service Request Form

USF St. Petersburg campus Interdepartmental Billing

This form is used to request a USFSP Campus Computing billable service, software license, or product. This form must be completed and signed by an Accountable Officer. Service cannot be delivered until all information is provided. Email this form to [usfsp-help@usf.edu](mailto:usfsp-help@usf.edu) to create an online trackable service request in [Self Service](#).

**Service Requested By**

Date of Request:		Due Date:	
Name:		Phone:	
Email:		Building & Room #:	
Accountable Officer Name:		Department:	

Accountable Officer Signature: \_\_\_\_\_

**FAST Chart Field Information**

Op. Unit	Department	Fund	Product	Initiative	Project

**Services, Licenses, and Products**

QTY	Description	Rate/Cost	QTY	Description	Rate/Cost
	Service Request (Tier 1) *	\$45/hour		Cisco AMP License (5-year license)	\$117/license
	Service Request (Tier 2) **	\$64/hour		JAMF MacOS License (5 years)	\$104/license
	Data Port (DHCP)	\$15/month		JAMF iOS License (5 years)	\$54/license
	Data Port with Static IP Address	\$17/month		Other:	
	Network Port Activation	\$40/port		Other:	

\*Includes general service requests, computer imaging and installs, application installs, etc.

\*\*Includes project analysis/management, technology exception reviews, expedited requests, after-hours support, etc.

**Description of Request**

Describe the service being requested.

**Billing and Processing Information** (to be completed by Campus Computing)

Recurring Charge

Total Hours	Total Cost of Products/Licenses	Total Additional Fees	Total Due
	\$	\$	\$
Date Completed	Work Completed By	Related Incident Numbers	