

Campus Computing Service Request Form

USF St. Petersburg campus Interdepartmental Billing



Request billable services, software licenses, or products from Campus Computing. This form must be signed by an Approver and must be submitted before service can be delivered.

Instructions: Send an email to stp-help@usf.edu and attach this form. Include any additional relevant information in the body of the email. A ticket will be automatically created in our ticket system on your behalf.

Service Requested By

Date of Request:		Due Date:	
Name:		Phone:	
Email:		Building & Room #:	
Approver Name*:		Department:	

*Approver must be an authorized signer of the chartfield provided below.

Approver 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	