

**University of Central Oklahoma  
IT-Computing Services  
Request for Programming Services**

Requestor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Title: \_\_\_\_\_ Email: \_\_\_\_\_

Title for Request: \_\_\_\_\_  
Banner Module: \_\_\_\_\_ Requested Due Date: \_\_\_\_\_

Requesting: ( ) Report ( ) File ( ) View ( ) Banner Process ( ) Other \_\_\_\_\_  
Existing Job Number if Applicable: \_\_\_\_\_

**Detailed description of request:**  
*Attach additional pages as needed.*

Signature of Requestor: \_\_\_\_\_ Date \_\_\_\_\_

<b><u>Action by Dean/Dept. Head:</u></b>	Approved	Rejected	Returned
Signature of Agent: _____			Date _____

<b><u>Action by Banner Module Agent:</u></b>	Approved	Rejected	Returned
Signature of Agent: _____			Date _____

**Please submit the approved form to the Director of Computing Services.**  
*Note: Requests from academic departments must be approved and submitted by the Academic Affairs office (ext. 3371). Requests from administrative departments must be signed and approved at the Director level. All other requests must be approved and submitted by the Legal and Employee Services office (ext. 2664).*

## DEFINITIONS

### Detailed description of the request:

Provide a detailed description of the services that you are requesting. Attach reference materials such as screen prints. Please include any special considerations associated with the request.

If requesting a report or file, include

1. Data to include in report or file (ex: Banner Id, name, address)
2. Selection criteria (ex: address type code = MA, college = BU)
3. Data to sort by (ex: college, major, name).

<b>Banner Module</b>	<b>Agent</b>
Student	Jerry Legere
Finance	Lisa Harper
Bursar	Drew Duke
Financial Aid	Sheila Fugett
Human Resources	Jeanette Patton
Payroll	Marian Spears
Alumni	Wendy Lackmeyer

## TESTING AGREEMENT

It is noted that the final product will be determined by the completeness of the testing processes. The requesting party will be responsible for the alpha, beta and acceptance testing during the initial delivery phase and will also be responsible for testing as the change is applied to upgrades of the Banner module.

## SERVICE AGREEMENT

Establishing Work Plan IT and the requesting party will jointly develop a work plan. Status meetings will be held to discuss progress and issues of the request. IT and the requesting party will meet as needed to review deadlines and priorities for the purpose of mutually agreeing on any changes from the original work plan.

Problem Resolution involves mutual action and cooperation on the part of IT and the requesting party. The requestor should immediately notifying IT of any problems.