

# IT Project Request Form

Please complete all information

Send completed form to the following email account: [ITProject@fhda.edu](mailto:ITProject@fhda.edu).

Requestor's Name:	<u>Carmen Redmond</u>	Date Submitted:	<u>11-17-11</u>
College:	<u>Central Services</u>	Date Needed:	<u>Nov. 2012</u>
Department:	<u>Purchasing</u>		
Email address:	<u>redmondcarmen@fhda.edu</u>	User Project Lead	<u>Carmen Redmond</u>
Phone Ext:	<u>X 6166</u>		

Please discuss this project with your Technology Task Force committee.<sup>1</sup> => Completed (Y or N): Y  
Discussed w/ Chren Shih + Hector Guinonez

Description of project need and scope: Implement BDMS in Finance Module  
(Box expands as you type)

Source of project funding: Measure C

I approve this project request.

Dean's / Director's Name:

Carmen Redmond

Dean's / Director's Comments

(Box expands as you type)

For ETS use only

Received Date:

ETS Director:

ETS Project Title:

ETS to forward completed form to appropriate taskforce and requestor

<sup>1</sup> Optional



Foothill-DeAnza CCD  
itprojectrequestformv11.doc

2 of 2 page(s)

Saved on: October 25, 2011

By: Frederick Sherman