

**Louisiana Office of Technology Services
Communications Service Request (OTS/S-1)**

Due Date _____

Order Control No. _____

TC Approved _____

Page _____ of _____

NCS Account Unit Number _____

LaGov Cost Center Number _____

Dept. _____ Date _____

Office _____ Prepared By _____

Section _____ Contact _____

Unit _____ Phone No. _____

Location _____ 2nd Contact _____

Phone No. _____

Describe in detail the services being requested.

Use Acrobat Reader to open and complete the form.

If you can access the [OTS Customer Self-Service Ticketing Portal](#), submit this form by attaching it to a general incident. Refer to [Ivanti Self-Service Instructions](#). If the portal is unavailable, email the completed form to otssupport@la.gov. Mark the request "Attention OTS-NCS-VoiceOrders" for voice requests or "Attention OTS-NCS-Network Support" for network requests.

For new account unit requests, email the completed form directly to ncsfiscal@la.gov.