

# Louisiana Office of Technology Services Network Services Project Request Form NS-16

Agency/Department \_\_\_\_\_ Main Telephone Number \_\_\_\_\_

Current Address \_\_\_\_\_ City \_\_\_\_\_ LA Zip \_\_\_\_\_

New Address \_\_\_\_\_ City \_\_\_\_\_ LA Zip \_\_\_\_\_

Under construction  Existing structure Anticipated occupancy date \_\_\_\_\_

Multi-building (campus) environment  Multi-floor environment

If relocating or remodeling, is telephone/data wiring at new location included in the Capital Outlay or lease specifications (RL2)?

Yes  No (*Copy of the telecommunications section of lease agreement must be attached.*)

Project to be charged to cost center \_\_\_\_\_ Desired service due date \_\_\_\_\_

## Site Contacts

Communications (for example telephone systems and services)

Contact person \_\_\_\_\_ Telephone \_\_\_\_\_

Email address \_\_\_\_\_

Data (for example network connectivity, Internet)

Contact person \_\_\_\_\_ Telephone \_\_\_\_\_

Email address \_\_\_\_\_

## Type of Project

Budgetary action (cost quote only)

Recurring telecommunications cost for budget year \_\_\_\_\_

Replace/expand existing Key or PBX system

Wiring/cable

Data Network Services (LAN/WAN/ Wifi/Internet)

Implementation/assistance

Relocating

Existing Structure

New Structure

Wiring/cable

Communications Services

System evaluation

Expansion to existing Key or PBX

Centrex redesign (features/equipment)

Overhead paging

Other \_\_\_\_\_

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## Data Network Services

- Local Network Connectivity
  - Wired
  - Wifi
- Internet Connectivity
- Agency Internal Network Connectivity (WAN)
- Other \_\_\_\_\_

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## Brief explanation of project request

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Are funds available in your budget for this fiscal year to cover this project?  Yes  No

Type of telephone system currently in use \_\_\_\_\_

Number of employees \_\_\_\_\_ Number of telephones \_\_\_\_\_ Number of LAN connections \_\_\_\_\_

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Form completed by \_\_\_\_\_ Date \_\_\_\_\_

Approved by (TC) \_\_\_\_\_ Date \_\_\_\_\_