

**University of La Verne – Additional Server Space Request Form
Office of Information Technology 07-23-2003 v. 1.0**

This form is for faculty/staff and ULV club/organization use only.

If you wish to increase your disk space allocation (in accordance with OIT [2.4. Server Disk Space Quotas Policy](#)) fill out the applicable fields:

Forms that are incomplete or not legible will be subject to delay.

You are:	<input type="checkbox"/> Faculty	<input type="checkbox"/> Staff	<input type="checkbox"/> Club/Organization
Your Name (last, first):			
Email account:			
Phone Number:			
If faculty/staff, dept:			
If faculty, status:	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	
If club or organization, name of organization:			
User Name:			
Account Type:	<input type="checkbox"/> e-mail	<input type="checkbox"/> Web	<input type="checkbox"/> Novell
Additional space requested (in Megabytes):			
Reason:			

Applications for space increases are evaluated and processed within 1 business day of being received with appropriate signatures. Applications must be filled out completely, legibly, include a valid email address and be signed or there will be a delay in the processing of the request.

Mail the completed form to the OIT Help Desk. After the application has been evaluated you will receive email correspondence informing you of the outcome.

I hereby certify that I am the owner of the account listed above, all information provided is true, and this request for additional space is for official University business. I further certify my account has been cleared of items that are not University-related business.

Applicant's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

FOR OIT USE ONLY

Date In: _____ Date Modified: _____

Server Name: _____ New Quota: _____

Signature: _____