

IT Service Request Form: Equipment Upgrade

Use this **IT service request form** sample to streamline the process of equipment upgrades, ensuring clear communication and efficient handling of technical needs. It helps users specify the details of the required hardware improvements while facilitating quick approval and fulfillment. This form is essential for maintaining up-to-date technology infrastructure within an organization.

Full Name:

Department:

Email Address:

Current Equipment Details:

e.g., Dell Latitude 5400, 8GB RAM, 256GB SSD

Reason for Upgrade:

Describe why the upgrade is needed

Requested Upgrade (specify hardware or software):

e.g., Upgrade RAM to 16GB, add secondary monitor

Urgency Level:

-- Select --

Supervisor Name (for approval):

Submit Request