



ICT Vendor Request Form

If an external contractor/vendor has been contracted to add /remove / modify any equipment connected to Councils LAN / WAN / Voice / Telemetry networks then this form must be completed and sent to ICT Department for approval before commencement.

CHANGE REQUEST NUMBER
VEN

CHANGE REQUEST			
DATE OF REQUEST			
VENDOR NAME			
VENDOR CONTACT DETAILS			
COUNCIL CONTACT DETAILS			
SYSTEM TO BE CHANGED			
CHANGE DESCRIPTION			
DATE REQUIRED			
PRIORITY	HIGH	MEDIUM	LOW

ICT USE ONLY
CHANGE EVALUATION

Date of Evaluation

Evaluators Name

EXPECTED OUTCOME

WORK REQUIRED

AREA OF IMPACT	IMPACT DESCRIPTION	IMPACT LEVEL
SCOPE		
SCHEDULE		
COST		
QUALITY		

CHANGE REVIEW / APPROVAL

REVIEWER NAME		STATUS	ACCEPTED / REJECTED
REVIEWER SIGNATURE		DATE OF REVIEW	

ADDITIONAL COMMENTS