

Southern Connecticut State University
Office of Information Technology
Request for Application Hosting

Administrative or Academic departments that wish to have OIT host an application must submit this form no later than 180 days prior to the anticipated production date of the application. Please fill out sections A-D. If you need help, please contact Systems and Infrastructure Group.

A. General Information

Date of Request:	School/Department:
Requestor Name:	Requestor Email & Campus Phone:
Functional Owner:	Owner Email & Campus Phone:
Backup Functional Owner:	Backup Owner Email & Campus Phone:
Hosting Start Date:	Hosting Termination Date:

B. Application

Application Title:	Version No:
Description:	
Manufacturer Name:	Website:
Software Serial/Registration Number (if available):	
Vendor Sales Contact:	Vendor Technical Support Contact:

Operating Systems Requirements:
Minimum Hardware Requirements (CPU, Memory, Video/Graphic):
Database Requirements:
Storage Requirements:
Related Software Requirements:
Other Requirements and Dependencies:

C. Data backup requirements (a separate fee will be assessed for this service).

D. Other Information (please use a separate sheet if necessary)

E. This section will be filled out by Information Technology

Date of Evaluation:	Approved/Reject:
Reasons for the Rejection:	
Name of Evaluation Staff:	
Date of Installation:	Name of Installation Staff:
Date of Termination:	Name of Termination Staff:
Service Records:	