

Information Technology Support & Services Request to Increase Email Disk Space Allocation



This form authorizes the ITSS department to increase your email disk space allocation. You will have unlimited access to disk space, however over-quota charges of \$5.00 per megabyte per annum will be charged to your department for any usage over 200 MB.

Example: A user requires an additional 100mb server disk space for mail storage, bringing their total to 300mb.

100mb * \$5.00 = \$500.00 - Charged to their department each year.

Please complete this form in full and fax it to 721-7296.

Please Complete ALL of the Staff details below:

First Name: _____ Last Name: _____

Email account: _____ Additional Space Requested: _____

Department: _____

Phone Number: _____ Fax Number: _____

Location - Campus Building, Room Number: _____

Authorization – (Must be Head of Department):

Department Number/ Cost Center Code: _____

Name of Authorizing Person: _____

Position: _____

Authorizing Signature: _____