

## Fairfax County Office of the Sheriff

### Request for Equipment/Software/Configuration Form

Pursuant to Standard Operating Procedure 000 - *Information Systems Management*, this form must be completed and submitted to the Information Technology Branch for review and approval for the purchase and/or installation of equipment or software, or for changes in the configuration of a Sheriff's Office PC or printer. It is to be approved and signed by the user's immediate supervisor before submission.

Requestor Name:	Date of Request:
Requestor Location:	Phone Number:
Supervisor Name & Signature:	Section/Branch:
What are you requesting (please be specific):	
Intended Use and Justification:	
<p>Declaration of Personal Software:</p> <p>I affirm that the personal software described above is personally owned by me, that I have a legal license for its use and, if this software is installed on my home computer, the license permits it to be installed on a business computer also.</p>	
Print Name	EIN                      Signature
<p style="text-align: center;">For Information Technology Branch Use Only</p> <p><input type="checkbox"/> Approved      <input type="checkbox"/> Disapproved</p> <p>Comments:</p>	
Reviewed and Approved by:	Date: