



IT SUPPORT MINISTRY REQUEST FORM

IT Support Vision: "IT Support is a ministry of excellence that is effectively and efficiently serving the technical needs of Faith Chapel Christian Center."

Please email completed IT Support Ministry Request Form to [Efrem Sharp](#)

Date

Submitted By

Department

Primary Contact

Secondary Contact

Primary Phone

Secondary Phone

Primary Email Address

Secondary Email Address

Type of Service Needed

Urgent Request

Installation/Repair

Yes

Procurement

No

Application Development

Training

Other

Description of Services Needed

(Attach additional documents as necessary)

(To be completed by the IT Support Ministry Only)

Action

Urgency

Approved

Low

Modified (see attached notes)

Medium

Rejected (see attached statement)

High

IT Support Contact

Ticket Number

Date