APPENDIX 14

UNIVERSITY OF THE EAST

Information Technology Department

REQUEST for CHANGE

ITDept. Form No. 14.0.s2012

RFC NO. [YYYY-14-M-00001]

Name:	College/ Department:
Requesting to incorporate the following change/s in the UE System. *Signature over printed Name*	

□ Application	□ Software	□ Hardware	□ Network	□ Environment	□ Others

Description of Change:	UE System/ Modules
	ACADEMIC
	□ Admissions
	□ DRRM
	□ College Module
	□ Elem/HS
	□ ID Printing
	□ Faculty Performance Evaluation
	□ Faculty Attendance Monitoring
	□ Moodle

Justification: *(Attach separate paper when needed)*	For ITD Use *(Change Level Code)*	**FINANCIAL**
	□ Level E	□ Table of Fees
	□ Level D	□ Cash Receipts
	□ Level C	□ Student Accounts
	□ Level B	□ General Ledger
	□ Level A	□ Payroll
	Related Documents	□ Time Keeping
	□ BCA	□ Inventory
	□ Proj Definition	□ Business Enterprise
	□ Feasibility	□ Personnel Management Info
	□ Analysis	**MIS Utilities**
	□ Budget	□ Internet Access
	□ Others	□ Access Code Management
		□ Printing of RC

For IT Department Use only

Date Received:

Recommendation: □ For IT Steering Committee Approval □ For ITDept. Technical Group Approval

□ For Scheduling □ Return to Request Owner *(see Remarks)*

APPROVED for Development:

Starting:

(MIS Director) *Date:*

Change Request ID:	Date Created:	Target Date of Implementation:
Status:		User Acceptance (Signature over Name):
Remarks:	Reviewed by:	

System Admin *(Date)*	Techsupport Verification *(Date)*	Internal Audit *(Date)*