

Union Baptist Church
Information Technology Work Request Form

Attention: Minister Wright & Trustee Reid

Requester Name: _____

Date: _____

Ministry: _____

Ministry Leader: _____

Short Description: _____

Description of the Work Requested, (look, online or hardcopies, form of the project, etc.) _____

=====Staff Only Below This Area =====

Follow up Information of Work Requested: _____

Description of Completed Work: _____

Priority: Urgent Priority Normal Low Other

Est. Completed By: _____

Date: _____

Time Starting Project: _____

Date Completed: _____

UBC Information Technology Department receives and processes work requests daily. Our overall goals are to schedule and complete these services in a timely manner. In order to do this, each request form must be completed and forwarded to both Minister Wright (ubcmediatech@gmail.com) and Trustee Reid (edh Reid@aol.com). Each form will be reviewed and prioritized. Please understand that there are other requests that may be in the queue before yours. Thank you for your cooperation and understanding.