



Office of Information Technology

Individual Data Storage Expansion Request Form

All requests for use of IT resources will be governed by the Bergen Community College Acceptable Use Policy and applicable administrative guidelines.

This form indicates a request for expansion of Individual Data Storage for a Windows desktop user at Bergen Community College. If approved, additional storage capacity will be dedicated to the user issuing this request unless otherwise specified. Additional storage will be allocated on a case by case basis.

Department _____

Additional Storage Amount Requested: **Check One** 1 GB _____ 2 GB _____

Justification for additional storage needs: _____

User Information

Name	
Room#	
Telephone Number	
Email address	
BCC Network Account	

Primary Contact _____ Date _____

Dept. Head/Vice President _____ Date _____