



# SYSTEM REQUEST



## 1. Application Type

PC/Laptop  Printer  Software  E-Mail  System Development/Change  Pool Laptop  Pool Video/Data Projector  
Other  (Please specify under item 3)

## 2. Applicant (This section must be completed by the applicant and signed by the supervisor and the Director/DPS or HOD)

**Umceli/Ocelayo** (Le ndawana ingezantsi mayizaliswe ngumceli aze umphathi nomlawuli basayine)

2.1 Requested by (Surname and Initials) / Umceli (Ifani Negama)

2.4 Applicant Division/Sub Division / Isebe/Isetyana

2.2 Applicant PERSAL Number / Inombolo yentlawulo-mvuzo:

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2.5 Applicant Signature:  
Umceliasayine

Date:  
Umhla

2.3 Applicant Contact Detail / Inombolo ofumaneka kuyo

2.3.1 Phone / Umnxeba

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2.3.2 Fax / Ifekisi

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2.3.3 Cell / Inombolo Yeselula

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2.3.4 E-Mail address / Idilesi Yemeyile

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2.6 Applicant Supervisor / Umphathi Wakho

Surname & Initial Ifani Igama Lokuqala	Signature / Asayine	Date / Umhla
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2.7 Director/DPS/HOD

Surname & Initial Ifani Igama Lokuqala	Signature / Asayine	Date / Umhla
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## 3. REQUIREMENTS / IIMFUNO

Please provide a brief description of what your requirements are. Ensure that if you are applying for equipment, software, systems development and or systems changes that a full motivation is attached as per the attached format. / Cacisa ngokufutshane oko ukunqwenelayo. Qinisekisa ukuba xa usenza isicelo unika ingxelo epheleleyo, usebenzisa umzekelo owunikiweyo.


### OFFICE USE ONLY

DGITOC Remarks: / Yitsho Okungokunye Kunoku Kungentla

Minutes Ref/Nr

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SR Ref/Nr.

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Date Received / Umhla Efumaneke

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### APPLICATION SIGN-OFF

DGITO/DGITOC

Comment / Kunye

Date / Umhla

(Signature) / Tyikitya

## GUIDELINES FOR COMPLETION OF THE SYSTEM REQUEST APPLICATION FORM (SR2003/1)

### 1. Applicant Type

Tick the applicable boxes for which services are required e.g. PC/Laptop, Printer etc. Please take note that if an applicant requires more than one unrelated service e.g. PC + Printer and System Development, a separate system request must be completed. Listed below is some examples of **unrelated services**:

- If the applicant requires a pc/laptop/printer etc. the applicant cannot on the same application apply for a system development or system change to an existing software application. Two separate applications must be submitted
- If the applicant requires software, excluding the std. Operating system and Office application e.g. MS Project, MS Visio, a separate application form must be submitted due to the fact that the Operating System and MS Office is the only applications supplied with a new PC/Laptop.

### 2. Applicant

- 2.1 The applicant who requires the services as listed under item 1 must fill in this part of the Application form
- 2.2 Persal number of the applicant
- 2.3 Contact detail of the applicant. Please ensure that all contact detail is supplied for future correspondence.
- 2.4 The applicant must supply the division/sub division he/she is currently working in.
- 2.5 This part must be signed by the applicant.
- 2.6 The applicant's immediate supervisor must sign the application form and must also peruse the applicant request and ensure that the request is appropriate for rendering the duties of the applicant.
- 2.7 Depending on the location of the applicant, the application form must also be signed by the relevant director, Chief Director or Head of Department. **Managers must objectively evaluate the application and ensure that the service's requested are needed in order for the applicant to perform his/her duties prior to signing the application form.**

### 3. Requirement

Please provide a short and concise summary of the service's required. Please take note that under certain circumstances and additional motivation will be required as listed below:

- **New Equipment and peripheral devices e.g. PC/Laptop/Printer**
- **Upgrade of equipment e.g. Memory/disk space etc.**
- **New Software e.g. Ms. Project, Ms. Visio, ArcExplorer**
- **Software upgrades e.g. from MS Project 98 to MS Project 2002**
- **Systems Development etc.**

If a pool laptop or video/data projector is required please ensure that you supply the period that it will be required for and also when you will return the equipment.

### 4. Additional Motivation

The applicant must ensure that he/she in preparation of the additional motivation provide all the required information to assist the evaluation committee with the evaluation of the application. The additional motivation must be submitted as a standard memorandum, signed by the applicant, supervisor and director (where applicable Chief Director or HOD). **Listed below is an example of how the motivation must be structured:**

#### A. Introduction

A concise description of the circumstances that led to the request.

## **B. Type of Service**

*Explanation of the service that must be rendered by the Information Technology section. An example of a type of service might be application for the procurement of a replacement computer, application for systems development etc.*

## **C. Motivation**

*Why is the service required and how is this linked to your **Key performance Areas**. The officials **must meet with his/her immediate supervisor** and discuss the service required and ensure that there is a critical need for the service prior to submission to the DGITOC. When it comes to laptop computers it is the responsibility of the supervisor to ensure that the request is valid and that the officials applying for the request will be a roving user who will not be office bound and will require such resources to assist with rendering critical services especially outside of the department and the submission must also clearly indicate how this will benefit the department and the province. If the request is for systems development, detailed information will be required in order for the IT section to start with preliminary investigations.*

## **D. Results of denial**

*What will happen if the application or request is not approved / recommended?*

## **4. Assistance with completion of application**

*For more information on how to complete the application form please contact the office of the DGITO as per contact detail supplied below*

**Contact Person: Mr. W. Erasmus, Phone (040) 6095370, Fax: (040) 609 5371, E-Mail: [wernich.erasmus@dhlqta.ecape.gov.za](mailto:wernich.erasmus@dhlqta.ecape.gov.za)**