|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | | |
| **Section 1: Requestor Information** | | | | | | | | | |
| Requestor Name: | | |  | | | | Title: |  | |
| Requestor Email: | | |  | | | | Phone: |  | |
| Department: | | |  | | | | Dean/VP: |  | |
| **Section 2: Exempt System Information** | | | | | | | | | |
| (For multiple systems attach excel spreadsheet including all information requested below) | | | | | | | | | |
| LU Tag Number: | | |  | | | Node Name: | |  | |
| Building: | | |  | | | Room #: | |  | |
| **Section 3: Exempt Justification** | | | | | | | | | |
|  |  | | | | | | | | |
|  | System are on the network but purchased through specific grants or government projects | | | | | | | | |
|  | System that are exclusively used in research | | | | | | | | |
|  | Departmental system currently registered as a departmental server | | | | | | | | |
|  | System runs specialized software. Please provide the name of software: | | | | | | | | |
|  | Other (explanation): | | | | | | | | |
|  |  | | | | | | | | |
| **Section 4: Administration Information** | | | | | | | | | |
| (If this system will be managed outside of Central IT, a Departmental designee will be required who will be responsible for the security and maintenance of the system.) | | | | | | | | | |
| Name: | | |  | | | | Title: |  | |
| Email: | | |  | | | | Phone: |  | |
| Department: | | |  | | | | Office #: |  | |
| **I agree to comply with the adopted policies of Lamar University and Information Technology regarding the proper management of this system.** | | | | | | | | | |
| Signature: | | |  | | | | Date: |  | |
|  | | |  | | | |  |  | |
| **Section 5: Approvals/Signatures** | | | | | | | | | |
| Dean/VP | | Deny | | Approve | Signature: | | | | Date: |
| IT Security Review | |  | | | | | | | Date: |
| CIO | | Deny | | Approve | Signature: | | | | Date: |

**Desktop Management Exemption Request Form**

The department requesting the exemption must submit the original completed form to the Director of Customer Support Services, Box 10020 or Library Rm 706.