

CHICAGO STATE UNIVERSITY

Department Share Drive

Name of Employee Requesting the Drive _____

Department _____

Management Approval _____ Date _____

Users on Shared Drive

* Administrators - users who will review the share for content, clean or delete old files, make sure the data on the drive doesn't exceed the maximum amount of space, approve content for the drive, etc. There are usually one administrator (and maybe one backup) per department share.

* Users - users who will possibly add new documents, will most likely update content, view and print content.

*Readers - View and print content only.

User _____	Type _____	User _____	Type _____
User _____	Type _____	User _____	Type _____
User _____	Type _____	User _____	Type _____
User _____	Type _____	User _____	Type _____
User _____	Type _____	User _____	Type _____
User _____	Type _____	User _____	Type _____
User _____	Type _____	User _____	Type _____
User _____	Type _____	User _____	Type _____
User _____	Type _____	User _____	Type _____
User _____	Type _____	User _____	Type _____

Disk Space Requested _____

ITD offers 1 gigabyte of free disk space for department shares. All additional space requested will incur additional cost for each 500 megabyte added to the share. ITD must receive payment for the additional costs before configuring the shared drive.

Approved

Rejected

Amount Billed _____ Date Received _____

ITD _____ Date _____