 Only use arrow down/up keys to navigate

mpscs new service request

Michigan Department of Technology, Management and Budget

**DTMB-0067 Revised 3/7/2017**

MPSCS Use Only – EAM Number:

# Section 1. Requester Information

1. Requester Name

1. Request Date

1. Office / Division / Section / Unit

1. Admin. Phone

1. Admin. Fax

1. Admin. Email Address

|       |       |       |
| --- | --- | --- |
| \Requester Signature | Printed Name | Date |

# Section 2. Equipment / Service Requested

1. Check Appropriate Boxes

[ ]  MPSCS – 800 MHz Radios

[ ]  Template

[ ]  Talkgroup

[ ]  New ID Numbers

[ ]  ID Changes

[ ]  Inhibit Radio

[ ]  Add New Vehicle to Fleet

[ ]  Loaner Radio

[ ]  Other:

[ ]  Conventional Radios

[ ]  Additional Radios

[ ]  Loaner Radio

[ ]  New ID Numbers

[ ]  Other:

1. Date Equipment / Services Needed (Be Specific)

1. County Where Work is to be Performed

1. Justification

# Section 3. Agency Billing Detail

| DEPT     | ACTG TEMPLATE      | UNIT     | LOC     | OBJ     | DOBJ     | PROG      | PHASE      | PROGP      |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |

| APPN      | FUND     | SFUND     | ACTV     | FUNC      | TASK     | TASKO      | BSA     | BFY     |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |

# Section 4. Section Approval

1. Projected Cost

1. Contact Person

1. Telephone

|       |       |       |
| --- | --- | --- |
| Approved by Signature | Printed Name | Date |

# Section 5. Division Approval

1. Projected Cost Assessment

1. [ ]  Approved

[ ]  Disapproved

|       |       |       |
| --- | --- | --- |
| Approved by Signature | Printed Name / Title | Date |

# Section 6. MPSCS Action

1. [ ]  Approved

[ ]  Disapproved

1. Completion Date

1. Assigned To

1. Forwarded To

|       |       |       |
| --- | --- | --- |
| Approving Director Signature | Printed Name | Date |

1. Additional Information Needed

|       |       |       |
| --- | --- | --- |
| Completed by Signature | Printed Name | Date |

DISTRIBUTION: DTMB MPSCS, 7150 Harris Drive, Dimondale, MI 48821, FAX: 517-284-4066