

## Bay Server: Quota Increase Request For Individual Users

Bay User Foldername (e.g. jdoe): \_\_\_\_\_

- Why is extra storage space necessary? (Research project, classroom lessons, book, etc.)

\_\_\_\_\_  
\_\_\_\_\_

- What will additional storage space be used for? (PPT, JPEG, Web pages, etc.)

\_\_\_\_\_  
\_\_\_\_\_

- How much additional storage space is requested?

\_\_\_\_\_

- How long will additional storage be required? (*please circle*)

30 Days      End of Semester      End of Academic Year      Other: \_\_\_\_\_

- How often will this data be accessed: (*please circle*)

Daily      Weekly      Monthly

- Is this data accessed remotely or from several locations? (Home, multiple desktops or smart classrooms)

\_\_\_\_\_

\_\_\_\_\_  
Applicant Name (Print)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department

\_\_\_\_\_  
Office Phone#

\_\_\_\_\_  
Department Head Signature

(required signature signifies approval)

\_\_\_\_\_  
Director/Dean Signature

(required signature signifies approval)

\_\_\_\_\_  
INF Manager

(required signature signifies approval)

**Copy 1 to User Services—ZIP 415**

Copy 2 to Department

Copy 3 to User