










A centralized inbox to help manage workflow requests and electronic forms or documents



Requests ▾ Forms ▾ Links Intranet Home

To Do List (Inbox)

Search All Requests ▾ Year All ▾

From	Subject	Sent Date	Action
Meyer, James	ITD - Request For Services - Tracking # 187266 (Requested by Meyer, James)	02/27/2012 2:43 PM	 
Public	eForms - Illegal Dumping - Application for Site Clean-Up - Tracking # 135305 (Requested by Public)	06/27/2011 3:18 PM	 
Lam, Paul	ITD - Request For Services - Tracking # 91519 (Requested by Lam, Paul)	11/29/2010 9:13 AM	 


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Home Employee Services Department Feedback



Record level detail (after clicking on 1 of the requests)

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Request For Services Information Technology

General Information

Contact: Meyer, James **Phone:** (626) 458- **Division:** ITD - Systems & Applications

☒ Expand Contact and Approval Lists To Include All Department Employees

Location:

Add Products or Services from Standards List:

Category:	Item:	Quantity:
<input type="text"/>	<input type="text"/>	<input type="text"/>

Product Name:	Quantity:	Item Price:	Item Total:
WEB DEVELOPMENT ADOBE DREAMWEAVER CS5	3	\$409.00	\$1,227.00
Subtotal:			\$1,227.00

Product Cost: \$1,227.00

Additional Product(s) or Service(s):

Please make sure that it is version 5.5 instead of 5.0. Software will be used to create and maintain Cold Fusion applications. Our software is at least 5 versions out of date.

Estimated Additional Cost: \$0.00

Estimated Total Cost: \$1,227.00

For questions or product selection advice, please call (626) 458-4397.

Instructions for Delivery, Setup, and Replacement:

Use funds under budget line # 4020-4814-02. Install one copy on the computers: James Meyer, Danny Yescas, Huy Ly.

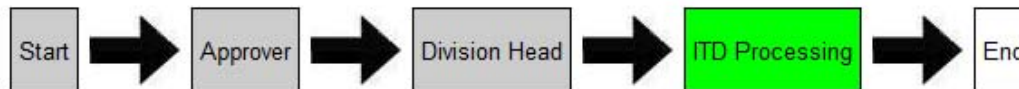
Adjusted budget line #4020-4814-07 (\$1,227)

[Add Document Attachment\(s\)](#)



Workflow history shows the progress and workflow (approval process)

Workflow Name: ITD - Request For Services - Tracking # 187266



Step	Start	Finish	Reason	Group	Completed By
Approver	02/21/2012 05:47 PM	02/21/2012 05:47 PM	Approved Request; Submitted For Next Level Approval.		James Meyer
Division Head	02/21/2012 05:47 PM	02/27/2012 07:18 AM	Division Head Approved; Requests Additional Clarification.		Paul Lam
Approver	02/27/2012 07:18 AM	02/27/2012 08:17 AM	Approved Request; Submitted For Next Level Approval.		Van Giron
Division Head	02/27/2012 08:17 AM	02/27/2012 01:13 PM	Approved; Submitted Request To IT Inbox.		Isaac Gindi
IT Inbox	02/27/2012 01:13 PM	02/27/2012 01:15 PM	Processed; Submitted to Service Center.		David Carney, Jr.
Service Center	02/27/2012 01:15 PM	02/27/2012 02:34 PM	Input into Service Center.		Sarah Li
Service Center Task(s)	02/27/2012 02:34 PM				



Weekly reminder email – summarizing all outstanding items

