

## Microsoft Azure Services Request Form

### Purpose:

This Microsoft Azure Services Request Form documents an agreement between the requesting department and the Information Technology Acquisitions Department (ITA). The department desires to utilize Microsoft Azure Services.

### Basic Understandings and Details of the Agreement:

ITA will provide the department access to Microsoft Azure Services on the Azure Portal. The department will have access to Azure Reports on the Azure Portal for the purpose of monitoring actual usage and will receive alerts when actual usage has reached 50%, 75%, and 90% of the quota amount. All Azure service requests must be submitted using this Azure Services Request Form signed by the head of the department.

### Details of the Agreement:

ITA will:

- Create an Azure Portal account for the department.
- Assign an account manager(s) as specified by the department.
- Procure Azure Services based on the usage estimate submitted by the department.
- Set service usage quota based on the quota specified on this form by the department.
- Bill the department for the quota amount plus an 8% overhead markup.

Department will:

- Calculate service usage estimates using the Azure Pricing Calculator.
- Complete an Azure Services Request Form signed by the department head.
- Provide full name and PID of the designated Azure account manager on the request form.
- Email the signed request form to [sd-licensing-g@vt.edu](mailto:sd-licensing-g@vt.edu).
- Submit a signed Azure Services Request Form to request new quotas.
- Pay all charges that exceed service usage quota.
- Adhere to all [Information Technology Policies & Standards](#) in the cloud environment

Department Name: \_\_\_\_\_

Account Manager Name: \_\_\_\_\_ PID: \_\_\_\_\_

Account Manager Email: \_\_\_\_\_ Total Quota Amount: \_\_\_\_\_

### Approval:

I hereby agree to the provisions contained in this Azure Services Request Form.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head Name Printed