



**Information Technology
Internal Operating Procedure**

Mailbox Quota Increase Request

Requestor Name:

Date:

Department:

Phone:

Point of Contact:

(name, email, telephone, room number, campus)

Current Space Allocated:

Space Available After Cleanup/Archiving:

Email Quota Increase Requested (ex. 250MB):

Justification for Request:

Increase Needed For How Long?

Please identify what steps were taken by you to reduce your account's email space usage prior to making this request?

Requestor Signature:

Date:

Supervisor Signature:

Date:

FOR INFORMATION TECHNOLOGY USE ONLY

Date Request Received:	
Approved By:	Date Approved:
Completed By:	Date Completed:
Date VPN Account Access Removed:	
Comments:	