

**Louisiana Office of Technology Services
Communications Service Request (OTS/S-1)**

Due Date _____

Order Control No. _____

TC Approved _____

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Cost Center Number _____	Date _____
Dept. _____	Prepared By _____
Office _____	Contact _____
Section _____	Phone No. _____
Unit _____	2nd Contact _____
Location _____	Phone No. _____
Main Acct. No. _____	

Describe in detail the services being requested.

In accordance with the Governor's Small Purchase Procedures Executive Order, in no case shall OTS pay for work costing over \$2,500 per service order. If the value of the work approaches \$2,500, the vendor who is assigned this order must stop work immediately and call 225-342-8682 or 225-342-2512.

Voice Orders: Use Acrobat Reader to open and complete the form. If you can access the [OTS Customer Self-Service Ticketing Portal](#), submit this form by attaching it to a general incident. Refer to [Ivanti Self-Service Instructions](#). If the portal is unavailable, email the completed form to otssupport@la.gov, attention OTS-EUC-VoiceOrders.

Data Orders: Use Acrobat Reader to open and complete the form. If you can access the [OTS Customer Self-Service Ticketing Portal](#), submit this form by attaching it to a general incident. Refer to [Ivanti Self-Service Instructions](#). If the portal is unavailable, email the completed form to otssupport@la.gov, attention OTS-DCO-Network Support.

New Account Unit Requests: Use Acrobat Reader to open and complete the form. Email the completed form to otmfiscal@la.gov.