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| ­  | **TO-5-A Continuation and Addendum**  | Date:       |
| NC Department of Information Technology Service DeliveryDIT Home Page Web Address: <https://it.nc.gov/>DIT Service Desk:(919)-754-6000;1-800-722-3946 | Upload this form to the DIT Service Now Portal[**https://ncgov.servicenowservices.com/sp\_dit**](https://ncgov.servicenowservices.com/sp_dit)\*\*\*Sign into the Service Now Portal using NCID credentials and add this form as an attachment to your request. | Page:  |
| Service Request Number (IUO):  | Bill -To Telephone Number (Optional):  |
| Please answer all questions below to expedite processing of this order. Please print or type. |  |
| Requestor Name: | Telephone Number: (  )  -  EXT:  |
| Requestor E-mail: | Fax Number:() - |
| Street Address (where work is to be performed): | City / Town:  | Zip Code: | County: |
| ***Describe the Service Request.*** |
|  |
| Budget Officer’s Signature (Mandatory): SOF [ ]   | Telephone Number: (     )     -      | Date:       |