## TO-5-A Continuation and Addendum

**NC Department of Information Technology Service Delivery**

**DIT Home Page Web Address:** [https://it.nc.gov/](https://it.nc.gov/)

**DIT Service Desk:** (919)-754-6000; 1-800-722-3946

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**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.***

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**Service Request Number (IUO):**

**Bill-To Telephone Number (Optional):**

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Please answer all questions below to expedite processing of this order. Please print or type.

<table>
<thead>
<tr>
<th>Requestor Name:</th>
<th>Telephone Number: ( ) - EXT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requestor E-mail:</td>
<td>Fax Number: ( ) -</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Street Address (where work is to be performed):</th>
<th>City / Town:</th>
<th>Zip Code:</th>
<th>County:</th>
</tr>
</thead>
</table>

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**Describe the Service Request.**

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**Budget Officer’s Signature (Mandatory):**

<table>
<thead>
<tr>
<th>SOF</th>
<th>Telephone Number: ( ) -</th>
<th>Date:</th>
</tr>
</thead>
</table>

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August 2021