|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ­ | **TO-5-A Continuation and Addendum** | | | | | | Date: |
| NC Department of Information Technology Service Delivery  PO Box 17209; Raleigh, North Carolina 27619-7209  DIT 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.service-now.com/sp\_dit**](https://ncgov.service-now.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: | | |