



# Rancho Los Amigos National Rehabilitation Center

## INFORMATION MANAGEMENT SERVICES

### POLICY AND PROCEDURE

**SUBJECT:** INTERNAL SERVICES DEPARTMENT (ISD)  
'SERVICE REQUEST'

**Policy No.:** 304  
**Supersedes:** 304 (3/05/93)  
**Revision Date:** 6/13/00  
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#### **I. PURPOSE:**

To standardize guidelines for requesting data processing services from the Internal Services Department (ISD).

#### **II. POLICY:**

All ISD Service Request forms are to be prepared in accordance to the attached instructions (Attachment A). Obtain a 'user request number' from the ISD Request notebook.

A copy of the ISD Service Request (Attachment B) must be filed in the ISD Request notebook.  
Mail original to:

Finance Department  
General Accounting  
Services & Supplies Annex  
Room 2121  
Attn: Noel Igtanloc

#### **III. PROCEDURE:**

See Attachment A.