

EMPLOYEE IT COST SAVINGS SUGGESTION

Identification

Employee Name:	
Date:	
Position/Title	
Agency/Department	

Description

Please state the nature of your suggestion, including how it decreases costs to the state:

Current Costs

Please explain the current costs to support the software/hardware. Please attach a completed cost benefits analysis (CBA) or complete, to the best of your knowledge, the estimates below for labor, software, hardware and other resources.	
Labor:	
Hardware:	
Software:	
Professional Services:	
Other:	
Total Cost of Current System:	

Future Costs

Please explain the future costs to implement and support the proposed software/hardware. Please attach a completed CBA or complete, to the best of your knowledge, the estimates below for labor, software, hardware and other resources.	
Labor:	
Hardware:	
Software:	
Professional Services:	
Other:	
Total Cost of Future System:	

Planning

Please outline the steps needed and the individuals/departments that must be involved to accomplish the suggestion set forth above.	
1.	
2.	
3.	

Employee Signature: _____

Date: