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|  | **INFORMATION TECHNOLOGY DEPARTMENT**  **CHANGE SPECIFICATION**  Work Order / Change Request No : |

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| *System Name* |  | Database Name |  |
| Module name |  | Table name |  |
| Program Name |  | Field name |  |

Describe specific changes made to the system as detailed as necessary.

Please attach any supporting documents ( initial vs. changed DFD, ERD, etc )

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| **Prepared by**  **IT Staff ( Programmer )** | **Received by**  **IT Manager** |
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Note : Change specification is a part of Workorder and Change Request Form that contain detail instruction taken by programmer