AI Tool Request Form Template

Note - this is a template, please edit and customize before sharing with your team

Use this form when you want to use:

- a new AI tool not yet approved, or
- new AI functionality inside a tool the business already uses.

We just need to check privacy, security, and whether we already have a tool that does the job.

1. Your Details

Name:
Role / Team:
Manager:
Date:

2. What Are You Requesting?

☐ A new AI tool
☐ New AI functionality in a tool we already use

Name of tool or feature:
Link:

3. Why Do You Want to Use It?

Briefly explain what tasks it will help you with:

4. What Information Will You Enter Into It?

(Check all that apply)

☐ Public information
☐ Internal, non-sensitive information
☐ Customer or client information
☐ Employee information
☐ Financial or confidential information
☐ Not sure

5. Anything We Should Know?

For example: risks, concerns, questions, integrations needed.

6. Manager Review

Manager decision:
☐ Approve
☐ Decline
☐ Needs more information

Comments:

Manager name & date:

7. Final Review (HR / IT / Compliance)

Decision:
☐ Approved
☐ Not approved

Reviewer name & date:
Notes:

Note - Remove everything below this point before sharing your form.

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