

The IT Request Template

Get a written answer to both questions: which tool may you use, and what information may you put into it?

Copy this prompt

Subject: Guidance requested for [task]

I would like to use an approved AI tool to help with [specific task]. The expected input is [data categories, no sensitive examples]. Which tool and account type are permitted? What information may I use, and what must I exclude? Please share the applicable policy link, required training and review steps. Until these are confirmed, I will keep this task within the existing approved process.

Your checklist

1. Name the task

Describe the work and why assistance would help. Do not attach private source material to demonstrate the idea.

2. Ask both questions

Record the approved tool/account and permitted data. A personal subscription does not answer either question.

3. Keep the answer

Save the date, responder, policy link, restrictions and review date beside your request.

4. Leave gaps unresolved

If either answer is missing, ask for clarification through your supervisor or IT process before uploading work.

Worked example

Request log: task []; permitted tool/account []; allowed information []; excluded information []; policy link []; responder/date []; unresolved questions [].

Your next check

Read this written guidance and list the explicitly permitted task, tool and data categories. Quote supporting wording. Mark missing or ambiguous items as unresolved. Do not turn silence into permission.

Read online: keybuilds.ai/blocked