COMPUTING REQUEST COVER SHEET

Use this cover sheet to rank **all** your department's computing equipment requests, whether old or new. The description can be very brief, such as, "hard disk for Joe Smith," as long as it is clear which request it refers to. Rankings should be consecutive (1,2,3...); do not use the same ranking for more than one item.

Please return this cover sheet, with Computing Equipment Request Forms attached, to Computing and Information Services no later than **March 7, 2011**. You may print out the forms and send them to CIS via intra-campus mail, or email them to CIS at cis-secretary@reed.edu.

Rank	Brief Request Description
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Department/Division Head Name Date