

Department _____ Submission Date _____

Computing Equipment Request Form

Please complete this form for each computer system that your department is requesting. Equipment or software costing less than \$500 should be purchased through your departmental budget.

If you are requesting more than one system, please rank each request in order of importance, using 1 for the first item, 2 for the next item, etc. (No two requests should have the same ranking.) Request forms must be turned in to your department chair for prioritization before being submitted to CIS.

Recipient of Equipment: _____

Computer:

- laptop computer desktop computer
 Macintosh Linux Windows

Other accessories (check all that are needed):

- monitor keyboard mouse
 printer backup drive security cable

Please describe any other equipment that is needed:

Is this equipment: a replacement for existing equipment or new equipment
If it is a replacement, what will it replace?

Briefly describe why equipment is needed. Be sure to include information about the specific software programs you need to use so we can ensure your needs are met. (attach additional pages if necessary):

Old equipment must be returned to CIS for reallocation or disposal. Indicate here if there is a specific reallocation use that should be considered for the old equipment:

Department Head Signature _____

Rank Number _____ Page _____ of _____ pages.