

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 complete a separate form for each system (unless it is a lab in which several identical stations are needed). **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.