



# Computer Request Form

Please submit one form for each upgrade/new machine.

## Contact Information

Name: \_\_\_\_\_ Office Phone: \_\_\_\_\_  
 Department: \_\_\_\_\_ User Name: \_\_\_\_\_

Will this be set up as a replacement, or as an additional computer?  Additional Computer  Replacement

If this is a replacement, please briefly describe the condition of the current machine, and list any problems it may be having.

Asset # of the computer being replaced:  Model of the computer being replaced:

Will data need to be transferred?  Yes  No

Name of primary user of this computer?

Status? Full-time faculty/staff, 1500 hour, Adjunct, Student Worker, Student Wage, Other

If this machine is for student use, approximately how many students will be using it?

How often is this computer used?  Location of equipment?

Please enter a brief description of what this computer will be used for. (i.e. Daily office functions, MS Office, browse the web/research).

Does the computer require additional software installed?  Yes  No

If yes, please list the software needed. (Note that some basic software packages such as MS Office, Firefox and IE are already installed).

Is the software compatible with Windows 7?  Yes  No

## Approvals:

Sign: \_\_\_\_\_  
Requestor

Date:

Sign: \_\_\_\_\_  
Chair / Director Approval

Date: