Computer Request Form

Employee Information
Requester Name:

Department:

Phone:

Email:

Circle one:
- Full-time staff (01)
- Part-time staff (03)
- Full-time faculty (01)
- Part-time faculty (03)
- Adjunct Faculty
- Work-study student
- Grad Assistant
- Co-op/Intern

Current make & model of computer:

New Computer Information

Laptop v. Desktop

Desired model:
(if other than standard t410 laptop and m90 desktop)

Software needed:

Peripherals needed:

Location

Building:

Room:

Desk/Area:

Other Notes:

Approvals

_____________________________________________
Department Chair
Date: __________

_____________________________________________
IT Specialist
Date Ordered: __________

_____________________________________________
Dean of the College
Date: __________

Definitions
**Single-User Computer**
- Used by one faculty or staff member
- Non-lab computers
- Non-classroom computers
- Non-loaner computers
(*this form only covers requests for single-user computers*)

**Computer Approval Process**
Computer requests are handled as part of the COM’s annual budget process. Approved requests are forwarded to the Dean and depending on need and availability requests will be processed as soon as possible.

**Computer Replacement Cycle**
The goal of COM is to replace all approved computers every four years. COM IT reviews the inventory of the computer deployments within their respective offices. This review is to determine the accuracy of the inventory; whether the College should continue the funding of the computer and whether it is time to replace the machine. If a computer replacement is approved, then the IT Specialist will work with Central IT to get a machine ordered and will contact users for replacement.

**Computer Disposal**
The IT Specialists disposes of ALL old computers by formatting the hard drives and then recycling them through the University Property Office. No hardware is to be reallocated within departments and no hardware can be donated to non-profit organizations.