

CAS Computer Request Form

Date (mm/dd/yy): _____

This form is to be used by CAS employees to request a computer for either a new employee or an upgrade for an existing employee. All fields are required. Submit completed form electronically to Jim Schmidt.

Chair/Supervisor Information: Name: _____
Phone: _____ E-mail: _____

Faculty/Staff Information: Name: _____
Phone: _____ E-mail: _____
Building: _____ Room #: _____

Type of Use: Faculty Staff Grad Student Classroom Research **AND**
 Full-Time Part-Time Adjunct

Computer Information:

Start or Needed by Date (mm/dd/yy): _____

Type Requested: Mac or PC **AND**
 Desktop or Laptop

Computer Used As: Primary or Secondary

Current computer tag number (Type 'none' for new employee): _____

Note: A staff member requesting a laptop will need approval from their supervisor. The Dean's office will contact the supervisor after receiving this request form.

Any special hardware/software and reason(s) for this request (i.e. What is your current system not able to do?):

Please indicate the types of work you normally do or will be doing on this computer:

Accessories:

Extra Questions or Requests:

DEAN's OFFICE USE ONLY:

Description:
Estimated Cost:
P.O. #:
Actual Cost:
Date Received: