Technology Budget Request Form
Deadline for submitting this request is February 11, 2015

Requestor Name: ___________________________ Department: ___________________________

Who will use this equipment: ___________________________

Where will this equipment be used  __ Office  __Classroom/Lab  __Other

Request Details (Type of equipment you are requesting.)
If you are requesting a computer check those that apply:
  __ Desktop computer  __PC or  __Mac
  __ Laptop computer  __PC  or  __Mac
(When available, quality reallocated computers will be used to fill requests.)

If you are requesting other equipment, please describe it here:

Please list any special features/functions you will need:

Supporting Information: (Please explain your needs/project – this will help the committee prioritize requests from across campus. Be specific, it will help.)

List any equipment you will be returning to Information Technology Services (include the silver Augustana tag number):

Approximate Total Cost $___________

ITS Committee Member consulted (required): ___________________________

Department Head Signature: ___________________________ Date: ___________________________

Intra-Department Rank for this request: ______
Intra-Department Rank and Signatures are required.
You may use your own unique ranking system, or simply use 1, 2, 3....