Technology Budget Request Form
Deadline for submitting this request is February 10, 2016

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....