This form is required for any computer purchased outside of the Standardized Desktop/Laptop Program. This is a request for review and assumes funding is available.

|  |  |  |  |
| --- | --- | --- | --- |
| Department | Requester Name | Requester Email Address | Date |
|  |  |  |  |

**Funding Source:**   Departmental Budget  Grant  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Description of Desktop or Laptop  (attach quotes and system specifications) | Expected use of the desktop/laptop | User Account/ID associated with the desktop/laptop | Location where the desktop/laptop will be placed | Quantity | Total Cost |
|  |  |  |  |  |  |

**Departmental IT Staff Support Agreement:**

\_\_\_\_ Full Support: The specifications meet the baseline hardware and operating system standards. Departmental IT staff will provide technical support.

\_\_\_\_ Limited Support: The baseline specifications are not the baseline set by the University; Requester understands technical support will be limited.

\_\_\_\_ NO Support Provided: Departmental IT staff cannot support this hardware and software, but recognize that we cannot prevent departments from using grants or other funding sources to purchase equipment. Requester accepts full responsibility of this equipment including working directly with the vendor to troubleshoot and resolve problems.

Local IT Staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Funding Approval:**

Local Budgetary Authority: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ Approved \_\_\_\_ Denied

**Comments:**