Technology Budget Request Form

Deadline for submitting this request is February 7, 2018

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 please indicate your preference:

___ 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.)

Is this request for replacement or for additional equipment?

___ Replacement

___ Additional

List equipment you are replacing/returning (and their silver Augustana tag numbers):

Approximate Total Cost $_____

ITS Committee member signature (**required**): _____

Department head signature (**required**): _____ Date: _____

Intra-Department Rank for this request (**required**): _____

Intra-Department Rank and Signatures are required.

You may use your own unique ranking system, or simply use 1, 2, 3….