

Equipment/Computer Technology Request Form

Please fill out the first two sections of the form completely. If not completed, form will be returned to the originating department. Attach vendor information to back of form.

<p>1. Description (size, color, quantity)/Purpose:</p> <p>Comments:</p> <p>Name of Requester and Date:</p> <p>Name of Contact Person for additional information:</p>		<p>Date: ____/____/____</p> <p>Division Head Signature:</p> <p>_____</p> <p>Submit to: Ellen Blair 104 Ellis Library</p>
<p>II. Vendor/Retailer/Producer/Provider:</p> <p>Comments:</p>		<p style="text-align: center;">(Office Use Only)</p> <p>Log #: _____</p> <p>Date of Order: ____/____/____</p> <p>Funding Source: _____</p> <p style="text-align: center;">(Office Use Only)</p> <p style="text-align: right;">Inventory # _____</p> <p>Order Method: _____</p> <p>Purchase Order: _____</p> <p>Bookstore Requisition: _____</p> <p>Proc card: _____</p> <p>I.D.O.: _____</p>
<p>Request Tracking: (date & initials)</p> <p>Associate Director: ____/____/____</p> <p>LT Services: ____/____/____</p> <p>Administration: ____/____/____</p> <p>Director: ____/____/____</p>	<p>Rejection/Return Comments:</p> 	
<p>Receipt Tracking: (date & initials)</p> <p>Rec'd at Loading Doc: ____/____/____</p> <p>Division Head Notified: ____/____/____</p> <p>Tech/Contact Person Notified: ____/____/____</p> <p>Delivered to LTS: ____/____/____</p> <p>Delivered to Requestor/User: ____/____/____</p> <p>Installation: ____/____/____</p> <p>Paperwork to Ellen Blair: ____/____/____</p>		