Muskingum University   Technology Request Form

Date of Request: _____

Requested by: _____

Department: _____

Date Needed: _____

❏ Desktop computer without display
❏ Desktop computer with display
❏ Laptop computer
❏ Printer
❏ Projector
❏ Other: _____

Describe the need, purpose, and intended utilization:

Where will the new equipment be located? _____

Consultant (CNS, Physical Plant. Architect) Remarks:

Initial: _____

Cost Estimate/Quote: $_____
  (Attach quotes or Purchase Orders if available)

Funding Source/Account #: _____

Department/Unit Approval: _____

VP/Officer Approval: _____

Expected Lifetime (years): _____

Replacement Amount per year: $_____

Permanent Budget Transfer Account#: _____

Budget Transfer Approval: _____

If equipment is not to be funded for future replacement, purchase must be reviewed and approved by the Vice President for Business and Finance.

VPBF Approval: _____

Purchase process may proceed after all necessary signatures have been obtained.

Muskingum University
After Acquisition Computer Support Check List

Service Name	Yes	No	Note
Hardware	❏	❏	_____
Office Suite Software	❏	❏	_____
Datatel User Interface	❏	❏	_____
Administrative Print Control	❏	❏	_____
Web Browsers	❏	❏	_____
Virus Protection	❏	❏	_____
Wired MU Network Access	❏	❏	_____
Wireless MU Network Access	❏	❏	_____
VPN MU Network Access	❏	❏	_____

NOTES:

A: _____

B: _____

C: _____

D: _____

E: _____

Additional Remarks (from front side):

_____

_____

_____

_____

_____