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 **Equipment & Information Technology Systems Request Form**

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| 1. Date:
 | 1. Organization:
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| 1. Organization Address:
 | 1. Contact Name:
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| 1. Contact Email Address:
 | 1. Contact Phone:
 |
| 1. Condition:

[ ]  Replace existing hardware [ ]  Upgrade existing hardware [ ]  New [ ]  Lease  |
| 1. Category – Check all that apply:

[ ]  Desktop Computer [ ]  Laptop [ ]  Copier [ ]  Copier [ ]  Scanner [ ]  Fax[ ]  Phone [ ]  Tablet [ ]  Television [ ]  Projector [ ]  Infrastructure (server, wiring, etc.) [ ]  Software [ ]  Capital Improvement [ ]  Furniture (items < $1,000 per unit) [ ]  Licenses [ ]  Other       |
| 1. Description of Equipment: (item, make, model, and quantity)

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| 1. Total Projected Cost: (breakdown cost to item, per unit cost, total cost, funding source, % of funding source)

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| 1. Description of how equipment will be used:

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| For Approval by OEWD |
| Date       | Name      | Signature |