

Technology Request Form

*Not to be used for TechSupport related issues.

Requested By: _____ Date: _____

Department Name: _____

Hardware Need Software Need Hardware & Software

Purpose of the Request: _____

Vendor Information

Indicate manufacturer / sales representative contact information if known:

Does the Software Require a License? Yes No Budgeting plans for renewals? Yes No

Have you received a quote? Yes No

Anticipated Price? _____ Anticipated Annual Renewal Cost? _____

Are funds already budgeted for this purchase: Yes No

Location & Usage Information

Is this new technology or a request for upgrading: New Upgrade

Where is existing technology being used:

Where and how will new technology be used:

When do you need technology installed (Please be specific): _____

Signature: _____ Date: _____

Technology Department use only

Approved by: _____ Date: _____

Agreement Reviewed: Yes No Contract Length: _____

Cost: _____ Funding code used: _____

Date Installed: _____ Install Location: _____

Notes: _____

Software Location: Cloud _____ Local Server _____ Local Computer _____ No Software _____ Other _____