

# Request Form for NEW Computing Equipment

## SUNY Cortland – Academic Computing Services

The policy for purchasing computer equipment can be found at: <http://www.cortland.edu/ir/ownership.asp>

Date \_\_\_\_\_ Max \$ Approved \_\_\_\_\_ Account to be charged \_\_\_\_\_

Requestor Name \_\_\_\_\_ Department \_\_\_\_\_

Recipient, if different \_\_\_\_\_

Room/Bldg. \_\_\_\_\_ Phone # \_\_\_\_\_ E-Mail \_\_\_\_\_

New System

Replacement System (requires data transfer)

### Windows-Based

#### Requested Hardware

- Dell Desktop System # \_\_\_\_\_
- Flat Panel Monitor # \_\_\_\_\_  
 17"  19"  20"
- Speakers
- Dell Notebook # \_\_\_\_\_
- Laser Printer (Individual) # \_\_\_\_\_  
 color  mono
- Laser Printer (network) # \_\_\_\_\_  
 color  mono
- Hardware Special Needs (Please Specify) \_\_\_\_\_

#### Standard Software Includes:

Microsoft Office Professional  
(Word, PowerPoint, Excel, Access, Outlook)

Norton Antivirus

Anti-Spyware software

Software Special Needs – please complete and attach separate Software Request Form which can be found at: <http://acs.cortland.edu/acs.forms.html>

### Apple Macintosh

#### Requested Hardware

- Power Macintosh System # \_\_\_\_\_
- Flat Panel Monitor # \_\_\_\_\_  
 17"  19"  20"
- iMac System # \_\_\_\_\_
- eMac System # \_\_\_\_\_
- iBook System # \_\_\_\_\_
- MacBook Pro
- Laser Printer (Individual) # \_\_\_\_\_  
 color  mono
- Laser Printer (network) # \_\_\_\_\_  
 color  mono
- Hardware Special Needs (Please Specify) \_\_\_\_\_

#### Standard Software Includes:

Microsoft Office Professional  
(Word, PowerPoint, Excel, Entourage)

Norton Antivirus

Anti-Spyware software

Software Special Needs – please complete and attach separate Software Request Form which can be found at: <http://acs.cortland.edu/acs.forms.html>

#### Approval Routing:

Dept. Chair/Director \_\_\_\_\_

Dean/Vice President \_\_\_\_\_

Assoc. Provost for Information Resources \_\_\_\_\_ Date \_\_\_\_\_

*Send completed form to Information Resources Office, 206 Miller*

Order # \_\_\_\_\_

Software Cost \_\_\_\_\_

Date to ACS \_\_\_\_\_

Equipment Cost \_\_\_\_\_

Date Installed \_\_\_\_\_

Journal Transfer \_\_\_\_\_

Installed by \_\_\_\_\_

Invoice \_\_\_\_\_