

Request Form for NEW Computing Equipment - Research Foundation Grants

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

- | | |
|--|---------|
| <input type="checkbox"/> Dell Desktop System | # _____ |
| <input type="checkbox"/> Flat Panel Monitor | # _____ |
| <input type="checkbox"/> 17" <input type="checkbox"/> 19" <input type="checkbox"/> 20" | |
| <input type="checkbox"/> Speakers | |
| <input type="checkbox"/> Dell Notebook | # _____ |
| <input type="checkbox"/> Laser Printer (Individual) | # _____ |
| <input type="checkbox"/> color <input type="checkbox"/> mono | |
| <input type="checkbox"/> Laser Printer (network) | # _____ |
| <input type="checkbox"/> color <input type="checkbox"/> mono | |
| <input type="checkbox"/> 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

- | | |
|--|---------|
| <input type="checkbox"/> Power Macintosh System | # _____ |
| <input type="checkbox"/> Flat Panel Monitor | # _____ |
| <input type="checkbox"/> 17" <input type="checkbox"/> 19" <input type="checkbox"/> 20" | |
| <input type="checkbox"/> iMac System | # _____ |
| <input type="checkbox"/> eMac System | # _____ |
| <input type="checkbox"/> iBook System | # _____ |
| <input type="checkbox"/> MacBook Pro | |
| <input type="checkbox"/> Laser Printer (Individual) | # _____ |
| <input type="checkbox"/> color <input type="checkbox"/> mono | |
| <input type="checkbox"/> Laser Printer (network) | # _____ |
| <input type="checkbox"/> color <input type="checkbox"/> mono | |
| <input type="checkbox"/> 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:

Project Director/Designee _____ *submit form to Research Foundation Office*

Assoc. Provost for Information Resources _____ Date _____

Order # _____	Software Cost _____
Date to ACS _____	Equipment Cost _____
Date Installed _____	Journal Transfer _____
Installed by _____	Invoice _____