

Request Form for REASSIGNED Computing Equipment

SUNY Cortland – Academic Computing Services

Reassigned computer equipment is subject to availability and limited supply

Date _____

Requestor Name _____ Department _____

Recipient, if different _____

Room/Bldg. _____ Phone # _____ E-Mail _____

Data Transfer from previous system: Yes None required

This computer will primarily be used for:

- My Primary Desktop Computer Graduate Student Work Study Student
 A Secondary Desktop Computer Other, please attach an explanation

Requested Hardware

- Dell Desktop System # _____
 Monitor # _____
 Macintosh Desktop System # _____
 Inkjet Printer (very limited availability) # _____
 Laser Printer (very limited availability) # _____
 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>

Approval Routing:

Assoc. Provost for Information Resources _____ Date _____

Send completed form to Information Resources Office, 206 Miller

Order # _____

Date to ACS _____

Date Installed _____

Journal Transfer (if appropriate): _____

Installed by _____