Request for Non-Standard Machine
CPM Computer Refresh

All information must be completed to begin processing of Non-Standard CPM Refresh machines.

1) I am requesting the following type of computer:  [ ] Non-Standard Notebook (Either PC or Mac)*
   [ ] Non-Standard Desktop (Either PC or Mac)*

2) Faculty/Staff member information:
   a) Name of Faculty/Staff Member: __________________________________________
   b) Department: ________________________________________________
   c) Phone #: _________________________________________________
   d) Email Address: ____________________________________________

3) Index number for billing purposes: ___________________________

4) Attach an approved Purchase Order which includes a valid quote from proposed vendor.

   Leave the Ship-to information blank on the Requisition as all machines are sent to Information Services and inventoried prior to delivery.

5) If ordering a non-standard computer, please indicate why one of the standard models does not meet your needs.
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

6) Department Chairperson/Director's Approval and Date
   ____________________________ __/__/____

7) Dean's Office:
   [ ] Approved  [ ] Disapproved
   Comments: ____________________________________________________________
   ____________________________ __/__/____
   ____________________________ __/__/____
   ____________________________ __/__/____
   Dean's Office Date
   ____________________________ __/__/____

8) Information Technology Office
   [ ] Approved  [ ] Disapproved
   Comments: ____________________________________________________________
   ____________________________ __/__/____
   ____________________________ __/__/____
   ____________________________ __/__/____
   Information Technology Date