



# Information Technology Equipment Request Form

---

Please fill in the information below and return to the helpdesk in 107 Humboldt.

---

Name: \_\_\_\_\_

Department: \_\_\_\_\_ Ext \_\_\_\_\_

Email: \_\_\_\_\_

Date Request Made: \_\_\_\_\_

Date To Be Completed By: \_\_\_\_\_

**The Request Includes: (Please check all that apply. If categories do not apply please use right hand column to explain.)**

---

Laptop Computer

Desktop Computer

Software

Special Request

Other

\_\_\_\_\_  
Chairperson Signature Required (Academics Only)

\_\_\_\_\_  
Division Head's Signature

This form is available at:  
<http://www.medaille.edu/college/it/workrequest.pdf>