

FACULTY

Extraordinary, Out of Sequence Replacement Requests

DEADLINE: Return To ITC Division Representative, Oct. 23

Directions:

Please submit the following pages:

- Page one contains the Faculty out of sequence request form, it asks for detailed information.
- Page two is the computer summary sheet where you list and briefly describe all items requested.
- Page three is the one page justification for your request.

Your name: _____ Department: _____

[Please check all that apply - skip those which don't]

- I would like a MAC PC
- In addition to a computer I need:
 - RAM (memory) Megs _____
 - External Storage Device Kind _____
 - Special Software Type: _____
Type: _____
Type: _____
 - Other computer related equipment _____

NOTE: You must also fill-out the summary and justification forms

Extraordinary, Out of Sequence Replacement Requests
Summary Sheet

Please print this out, complete it, and attach it to your request, **OR** fill it out and submit it electronically to your ITC division representative. This summary form must be completed and **submitted to ITC division rep by Oct. 23.** No late or incomplete requests will be accepted.

ITC "Out of Sequence" Computer Replacement Technology Request Summary

ITEM	QTY	Item Description	__MAC	__PC
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				

JUSTIFICATION

Extraordinary, Out of Sequence Replacement Requests

(No more than ONE page)

Deadlines : Please send all requests to ITC division representative by Oct. 23

It is important that you give us a clear justification for requesting why your computer needs to be replaced **now** instead of next year. Please state your instructional needs.