**Request Form for NEW Computing Equipment - Research Foundation Grants**

**SUNY Cortland – Campus Technology Services**

Please print on blue paper

Date

Max $ Approved

Account to be charged \_

Requestor Name

Department

Recipient, if different

Room/Bldg. Phone # New System Replacement System

E-Mail

Dell Desktop System

Flat Panel Monitor

19” 20”

speakers

Dell Notebook

Laser Printer (individual)

color mono Laser Printer(network) color mono

Hardware Special Needs

(please specify)

Macintosh Desktop System iMac 21.5” 20” 27” (standard)

Macintosh Notebook

MacBook (standard)

MacBook Pro 15” 17”

iPad Wi-Fi

16GB 32GB 64 GB Laser Printer (individual)

color mono

Flat Panel Monitor 19” 20”

Hardware Special Needs

(please specify)

Windows-Based

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Apple Macintosh

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Standard Software Includes:

Microsoft Office Professional

(Word, PowerPoint, Excel, Access, Outlook) Antivirus

Anti-Spyware software

Software Special Needs –please complete and attach separate [Software Request Form.](http://www2.cortland.edu/offices/information-resources/pdf/forms/computer/softwarerequest.pdf)

Standard Software Includes:

Microsoft Office Professional

(Word, PowerPoint, Excel, Access, Outlook) Antivirus

iLife Suite (iMovie, GarageBand, iWeb, iPhoto)

Software Special Needs –please complete and attach separate [Software Request Form.](http://www2.cortland.edu/offices/information-resources/pdf/forms/computer/softwarerequest.pdf)

Approval Routing: The policy for purchasing computer equipment can be found at:

<http://www2.cortland.edu/offices/information-resources/pdf/policies/computer/ProcurementandOwnershipofTechnologyEquipment.pdf>

Project Director/Designee

*submit form to Research Foundation Office*

Assoc. Provost for Information Resources

Date

Order #

Date to CTS Date Installed Installed by

Software Cost Equipment Cost Journal Transfer Invoice

Rev. 7/12