Request Form for NEW Computing Equipment - Research Foundation Grants  
SUNY Cortland – Academic Computing Services  
The policy for purchasing computer equipment can be found at: http://www.cortland.edu/ir/ownership.asp

Date ____________ Max $ Approved _____________ Account to be charged _________________
Requestor Name _________________________________ Department __________________________
Recipient, if different __________________________________________________________________
Room/Bldg. ___________________ Phone #_________ E-Mail _____________________________

[ ] New System  [ ] Replacement System (requires data transfer)

Windows-Based

**Requested Hardware**

- Dell Desktop System
- Flat Panel Monitor [17”] [19”] [20”]
- Speakers
- Dell Notebook
- Laser Printer (Individual) [color] [mono]
- Laser Printer (network) [color] [mono]
- Hardware Special Needs (Please Specify)

**Standard Software Includes:**

- Microsoft Office Professional
- Norton Antivirus
- Anti-Spyware software

Apple Macintosh

**Requested Hardware**

- Power Macintosh System
- Flat Panel Monitor [17”] [19”] [20”]
- iMac System
- eMac System
- iBook System
- MacBook Pro
- Laser Printer (Individual) [color] [mono]
- Laser Printer (network) [color] [mono]
- Hardware Special Needs (Please Specify)

**Standard Software Includes:**

- Microsoft Office Professional
- 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:
Project Director/Designee _____________________ submit form to Research Foundation Office
Assoc. Provost for Information Resources _____________________ Date ____________

Order # _________     Software Cost ______________________________
Date to ACS __________________________     Equipment Cost _____________________________
Date Installed _________________________     Journal Transfer _____________________________
Invoice ___________________________________

Rev. 5/2/06