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   **Standard Software Includes:**

☐ Dell Desktop System   #_____   Microsoft Office Professional
☐ Flat Panel Monitor   #_____   (Word, PowerPoint, Excel, Access, Outlook)
  ☐ 17" ☐19" ☐20"   Norton Antivirus
☐ Speakers   Anti-Spyware software
☐ Dell Notebook   #_____
☐ Laser Printer (Individual) #_____
  ☐ color ☐ mono
☐ Laser Printer (network) #_____
  ☐ color ☐ mono
☐ Hardware Special Needs (Please Specify)   ☐ Software Special Needs – please complete and
_____   attach separate Software Request Form which can
                                                    be found at: http://acs.cortland.edu/acs.forms.html

Apple Macintosh

Requested Hardware   **Standard Software Includes:**

☐ Power Macintosh System   #_____   Microsoft Office Professional
☐ Flat Panel Monitor   #_____   (Word, PowerPoint, Excel, Entourage)
  ☐ 17" ☐19" ☐20"   Norton Antivirus
☐ iMac System   #_____   Anti-Spyware software
☐ eMac System   #_____
☐ iBook System   #_____
☐ MacBook Pro
☐ Laser Printer (Individual) #_____
  ☐ color ☐ mono
☐ Laser Printer (network) #_____
  ☐ color ☐ mono
☐ Hardware Special Needs (Please Specify)   ☐ 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 _____

Rev. 5/2//06   Invoice _____