**Computer Equipment Request Form**

This form is used to request computer equipment or software. **This form and procedure is not intended to replace normal budgeting process.** Use this form for small purchases to support needs identified during time periods outside of the budget cycle. To complete the procedure, use the following steps:

1. Fill out the top of the form with the name of the requesting MCC staff or faculty making the request.
2. Identify the item or items needed. Be specific as possible.
3. Describe in detail what the intended use or expected benefit is. This will help your department chair or manager in the decision making process.
4. Submit the partial form to OIT to assist with pricing if needed. OIT can help with determining the costs associated with the request. OIT will then return the form to you with pricing.
5. Work with your department chair or manager to determine the budget code to charge your purchase to. A budget code is required to process the request.
6. Collect approvals from your department chair/manager and vice president.
7. Submit the fully completed form to OIT for ordering.

### Office of Information Technology

**Computer Equipment/Software Request Form**

<table>
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<tr>
<th>Description</th>
<th>Quantity</th>
<th>Price Per Unit</th>
<th>Total Amount</th>
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**TOTAL**

**Proposed Use/Expected Benefit:**

- 
- 
- 
- 

**IT Staff Recommendations/Input (if received):**

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- 
- 
- 

**Thirteen digit department account number**

(necessary for fulfillment that requires purchase)

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Attach copies of any Information that would be helpful in processing your request. Submit completed form with necessary approved signatures to Information Technology Department. Thank you!

**Requestor Sign-off**

Date

**Chairperson/Manager Approval**

Date

**Vice President Approval**

Date

**Muskogon Community College**