
Requester

Name: _____ User Name: _____
Department: _____

Current Equipment (Please include ALL equipment currently provided to you)

Desktop Computer	Orange Tag: _____
Laptop Computer	Orange Tag: _____
Other (please include Orange Tag info)	

Funding

Select your employment funding status
Educationally Funded
Auxiliary or Grant Funding

Select how your equipment will be funded
SHSU Funds
Grant Funded
Auxiliary Funded

Request

Work Order # _____

Replacement Computer
(Replaces previously assigned device)

Upgraded parts on an existing computer

New Computer
(No previously assigned device)

Orange Tag: _____

Request Details

Level 1 Desktop	MAC	PC	Additional Power Adapter
Level 2 Desktop	MAC	PC	Additional 22" Monitor
Level 1 Laptop	MAC	PC	Increased Memory Beyond Recommended Spec
Level 2 Laptop	MAC	PC	Docking Station With Power Adapter
iPad			27" Apple Monitor With Docking Capabilities
			Other, Specify in the Justification

Provide the business / academic justification and detail for this exception request:

Dean or Director Signature: _____

Date: _____

Overseeing VP Signature: _____

Date: _____