



**Information Technology and Support Services  
Technology Equipment Setup Request Form**



*Please be sure to print all information clearly.*

**Requestor Information**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Bldg./Dept.:** \_\_\_\_\_ **Room:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Does this request involve setting up multiple items? Yes/No** \_\_\_\_\_

If Yes, the remainder of this form need not be completed. Be sure that the above contact information is complete and accurate and the requestor will be contacted to make the necessary arrangements.

**Technology Equipment to be Setup**

**PC/Peripheral Make/Model:** \_\_\_\_\_  
(Dell, HP LJ4350, etc.)

**Serial Number:** \_\_\_\_\_ **Asset Tag #** \_\_\_\_\_  
(Usually located on side or back of unit.) (6 digits)

**New? Yes/No** \_\_\_\_\_ **Replacement? Yes/No** \_\_\_\_\_

**Does location have sufficient wiring/network jacks to support equipment? Yes/No** \_\_\_\_\_

If No, please contact the Help Desk at x5555 for further assistance.

**Does location have sufficient power outlets to support equipment? Yes/No** \_\_\_\_\_

If No, please contact the Facilities and Grounds Department at x4356 for further assistance.

Locations MUST have sufficient power outlets and wiring/network jacks to support all equipment before setup can proceed.

**Technology Equipment to be Replaced**

Replacement PC files must be backed up before setup will be completed.

**PC/Peripheral Make/Model:** \_\_\_\_\_  
(Gateway 4100, HP LJ4350, etc.)

**Serial Number:** \_\_\_\_\_ **Asset Tag #** \_\_\_\_\_  
(Usually located on side or back of unit.) (6 digits)

**If equipment is to be redeployed, a separate Computer Equipment Setup Request Form must be submitted for the receiving user. ITSS will reconfigure all PCs before redeployment. All other PCs will be returned to ITSS inventory.**

**Requested Setup Date:** \_\_\_\_\_ Please allow a minimum of 5 business days to process request.

**Requestor Signature:** \_\_\_\_\_

**Administrator Name:** \_\_\_\_\_

**Administrator Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_