

## Desktop or Laptop System for New Staff / New Instructor / New Faculty Member Request Form

Return completed forms:  
by campus mail to: **TSC, 110 Hayes Hall**  
by fax: **419-372-9499 attention Technology Support Center**

Questions:  
call 419-372-0999

*Important note:* The Department Contact should complete and return this form. A technician will then work with the Department Contact to schedule the delivery and installation of the system.

Department: \_\_\_\_\_

Department Chair/Director (signature): \_\_\_\_\_

Department Dean/VP (signature): \_\_\_\_\_

Department Contact Information:

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Fax: \_\_\_\_\_

New Staff/New Instructor/New Faculty Member Information:

New Staff Full-Time    Part-Time	New Instructor _____ yrs. of Appointment	New Faculty Tenure Track
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Name: \_\_\_\_\_

Office Location: \_\_\_\_\_

Expected Arrival Date on Campus: \_\_\_\_\_

Choose one of these basic configurations. See

<http://www.bgsu.edu/its/hardware/desktop-allocation/page10400.html> for complete specs.

Configuration Preference:

Choice A: Dell OptiPlex 790 Small Form Factor Desktop

Choice B: Dell Latitude E6520 Laptop

Choice C: Dell Latitude E6320 Laptop (Light Weight)

Choice D: Apple Mac Pro Desktop

Choice E: Apple iMac, 21.5-inch Desktop

Choice F: Apple MacBook Pro, 15-inch Laptop

Choice G: Apple MacBook, 13-inch Laptop (Light Weight)

Check if desktop enhancements have been approved. Attach copy of signed  
Enhanced Start-up Allocations Approval Form.

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This section is completed by ITS.

Case # \_\_\_\_\_