

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

Return completed forms:
by campus mail to: **Dianne Bloom, 121 Hayes Hall**
by fax: **419-372-2300 attention Dianne Bloom**

Questions:
call 419-372-0252

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
-------------------------------------	---	-----------------------------

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:

- Dell Windows Tower
- Dell Windows Small Form Factor
- Dell Windows Laptop with Case
- Apple Tower
- Apple iMac
- Apple Mac Laptop with Case

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

This section is completed by ITS.

Case # _____