MC MONTGOMERY COLLEGE

HARDWARE REQUEST FORM

For questions regarding <u>office</u> hardware requests, please feel free to contact:

- ✓ *Office of Information Technology, Phone: 240-567-3210*
- ✓ *E-mail: itresource.management@montgomerycollege.edu*

SEND COMPLETED REQUEST FORMS VIA EMAIL TO itresource.management@montgomerycollege.edu

Requestor Information

Employee for whom hardware is requested:	Ext:	Date:

Requestor's Title:	Requestor's Remote Phone:

Requestor's Supervisor:	Requestor's Location:	GT RV TP/SS CT Other:

Requestor's Unit:	Academic Affairs	Student Affairs	Adv & CE	AFS	Office of the President: Other:

Requestor's Dept:

On-Campus Hardware Delivery Location (Bldg./Room) *(If equipment is for use in a remote location, requestor must pick it up at CT Building when notified.)*:	

Alternate Contact Person:	Ext.:	Alt's Remote Phone:

Hardware Information

Description of hardware needed:	

Check all that apply below (please supply MC# as appropriate):

1) ☐ This equipment is needed for remote work that is necessary due to COVID.
2) ☐ This equipment is needed due to COVID and will be used for remote instruction and learning.
3) ☐ This equipment will be used for and enables support services that benefit students.
4) ☐ This hardware is for installation in a classroom or lab.
5) ☐ This hardware is a peripheral for an existing PC/MAC.   MC# _____
6) ☐ This hardware is an upgrade or will replace an existing piece of hardware. MC# _____

Justification and impact if not approved (required)

Check appropriate box below for funding other than OIT – Attach completed requisition form (required)

- *If completing a paper requisition form, please attach it to this Request Form.*
- *If entering an online requisition, please scan and attach this Request Form to the requisition.*

☐ This hardware will be purchased with unit funds (for self-supporting units, e.g., Auxiliary Services and WD&CE)

☐ This hardware will be purchased with Grant Funds.

Name of Grant: _____

Contact Person: _____

Ext.: _____

REQUIRED Signatures:

Date	Requestor (PRINT NAME)	Initial	Ext.	
Date	Supervisor/ Dept. Chairperson (INSERT DIGITAL SIG.)	Initial	Ext.	Approve Disapprove
Date	Unit Administrator/Dean (INSERT DIGITAL SIG.)	Initial	Ext.	Approve Disapprove
Date	Vice President/Provost (if over $1000) (INSERT DIGITAL SIGNATURE)	Initial	Ext.	Approve Disapprove

FOR OIT USE ONLY

Request received by IT Resource Management   **Date:** _____

Montgomery College supports accessibility of information and communication technology (ICT) for all users, including people with disabilities. To promote accessibility, the College has adopted WCAG Standards for Information and Communication Technology. If you have questions related to these standards, please contact the Office of Compliance, Risk, and Ethics (OCRE) by email, accessibility@montgomerycollege.edu, Stacy Ford, 240-567-9175, Christopher Moy, 240-567-5412.