

Belmont Abbey College
IT Equipment
REQUEST

This form is to request computers, monitors, printers, and any computer related equipment.

Request:

Date:

CONTACT INFORMATION:

Employee:

Title:

Department:

Phone Number:

Department/Account Number:

Other Information:

Rationale:

Approval Signatures:

Proposing Vice President Signature:

Date:

Please fill out and return to the IT department

For IT Use Only:

Are the items in inventory?

Yes

Notes:

No

Do they need to be replaced in
inventory?

Yes

Notes:

No

Cost of the item(s):

Forward executed Authorization form to the Vice President for Administration & Finance

Vice President Administration and
Finance:

Date: