



**TECHNOLOGY EQUIPMENT REQUEST FORM**

- Procedures:**
1. Print off and complete this form.
  2. Requester and Supervisor signature required.
  3. Submit equipment Request Form to the DFM helpdesk.  
**Allow 20 business days for processing.**

**Today's Date:** \_\_\_\_\_

**Date equipment is needed:** \_\_\_\_\_

**Requesters Name:** \_\_\_\_\_

**Work location:**

**Room number or office location:**

- Alumni Hall
- Appleton
- Belleville
- Verona
- Northeast
- Eau Claire
- Wausau
- Wingra
- Other

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**Type of equipment**

- Desktop system – CPU, monitor, keyboard, mouse
- Winterm system – winterm, monitor, keyboard, mouse
- Laptop       with docking station       with external monitor
- Printer       laser black       color

**Type of funding:**

- Department
- Grant – provide funding string \_\_\_\_\_
- Other Explain: \_\_\_\_\_

**Supervisor Contact Information:**

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

\_\_\_\_\_  
**Requester Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**

**Submit to the DFM Helpdesk**

**FAX "Attn DFM Helpdesk" at (608)263-5813 OR DFM Helpdesk Mailbox in Alumni Hall**

\_\_\_\_\_  
**IT Signature**

\_\_\_\_\_  
**Date**