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

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