

INFORMATION TECHNOLOGY REQUEST FORM

Name: _____ Department: _____

Description/Justification for the Request

Estimate Total Cost:

☐ **Recurring:** \$ _____

☐ **Non-recurring:** \$ _____

Item (indicate quantity):

☐ Audio Visual

☐ Computer (indicate desktop/laptop)

☐ Network Drop

☐ Other (describe in detail)

☐ Power Outlet

☐ Security

☐ Software

☐ Telephone

Attach Technical Specifications, if applicable.

Accessories:

☐ Desks

☐ Tables

☐ Misc.

☐ Other Furniture

Questions/Considerations:

1. How does this request fit into the mission, vision and long-range plans of the college?
(Consider your department and the college as a whole. Include strategic goal/objective this request supports).
2. Does this request address a current need in your program? If yes, what?
3. How will this request impact the educational (teaching & learning) process?
4. Is this request necessary for your program to maintain academic quality and credibility?
Describe use.
5. Will additional staffing or training be required for your department?
6. Indicate source of support. Consider staff time, resources, etc.
☐ In-house (Obtain signature of Director, TSS) _____
☐ Service Contract (Indicate vendor/sub-contractor) _____
7. Can this request be combined with any other requests or resources? Does it service any other department on campus? How many departments/programs would this request impact?
8. What other alternatives/options are available to your department if this request does not go forward? Is this the most cost effective solution for your department and the college?
9. Estimated the life of this equipment before significant updates or changes need to be made.
10. What is the return on investment? Include any measurable data.

Worksheet Items:

1. List any additional , materials or supplies that will be needed on an on-going basis (i.e., toner, paper, projector bulbs, etc)

2. Will there be any additional staffing requirements for this request? **Yes or No**

If yes, explain and note whether these will be full, part-time or work study positions.

If yes, list any additional equipment or supplies needed for this position (i.e., computer, desk, office, etc.)

3. Do you already have funds identified for this request (i.e., department funds, grants, gifts, etc.)? **Yes or No**

If yes, list how much and from what source