



## Office of Information Technology (OIT) Request for Used Surplus Technology Equipment

Equipment requested is to be used by part-time employees, student workers, or graduate assistants for University purposes only. Available equipment is estimated to be a minimum of three years old and will run limited applications. Recipient understands that the equipment will **not** be comparable to new equipment, and should not have any software installed other than University site-licensed software, or other approved software applications. OIT will provide minimal support, up to and including the loading of University approved software as appropriate for the machine. OIT will not make major repairs or replace parts on any 'surplus equipment'. Recipients must use the equipment for the purpose stated on the application. Should recipient no longer need the loaned equipment, the department must notify the Technology Help Desk (4444) to have the equipment picked up. **Per University policy, the equipment must not be transferred to another department or removed from university inventory without prior written consent from the Chief Information Officer.** Please complete a separate form for each item requested. OIT will consider applications as they are received. Any available equipment will be distributed based on an as needed basis and will be addressed in the order in which they are received.

**Instructions:**

- Mail completed form to Director, User Services, Box 3123 (Bailey 102C)
- All applications for surplus equipment must be approved by the respective director or department/division chair, and dean or vice president before being forwarded to the Office of Information Technology.

<b>PLEASE PRINT CLEARLY</b>			<i>Date of Application</i>
<i>Last Name</i>	<i>First Name</i>	<i>Middle Name</i>	<i>Preferred / Nickname</i>
<i>Title/Position</i>		<i>Department/Organization</i>	
<i>Desired location of Equipment:</i>		<i>Building</i>	<i>Room #</i> <i>Contact Person</i>

Quantity	Description <i>(For used computers include: necessary processor speed, hard drive size and RAM requirements)</i>	Intended User/Intended Use <i>(Example: Graduate assistant workstation to assist in entering information into Banner)</i>

**Additional Comments and Explanation of Request:**

<i>Signature of Applicant</i>	<i>Date</i>	<i>Extension</i>
<i>Signature of Sponsor/Supervisor</i>	<i>Date</i>	<i>Extension</i>
<i>Signature of Vice President</i>	<i>Date</i>	<i>Extension</i>

**OIT Departmental Use Only – Please do not complete**

<i>Date Application Received</i>	<input type="checkbox"/> <i>Approved</i> <input type="checkbox"/> <i>Denied</i>	<i>Signature</i>	
<i>Date Approved</i>	<i>Date Equipment Available</i>	<i>Date Contact Notified</i>	<i>Tentative Delivery Date</i>
<i>Date Equipment Delivered</i>	<i>Location Equipment Delivered</i>	<i>DSU Numbers and descriptions of equipment furnished</i>	