

NMSU-A STUDENT TECHNOLOGY FEE REQUEST FORM



Name of Person submitting request: Date:

Supervisor's Approval: Date:

PLEASE NOTE:

Only one request per Request Form. This request must be reviewed and approved by the requesting program's Department Chair.

If you are submitting a request for computers, printers, scanners or software, you must consult with the ITS Director to get a quote and to make sure that this equipment/software is supported.

Request totaling over \$1,000 must be accompanied by a quote in pdf or a Word file.

For software, please note below if you are requesting it as a one-time expense or as an on-going fixed expense.

Program(s)/ Division: Equipment/Software: Item Description:
Vendor: Cost per Unit: Total Cost: Software Expense

Courses served by this request: Number of students served by this request: Hours/Days equipment will be used:

What equipment currently exists to serve this need:

a) Where did the old equipment come from?

b) Where will the old equipment go?

Where will the new equipment be located (room, building) :

Send Request to Computer Services

Date: Grand Total: