

COLLEGE OF LIBERAL ARTS – New Technology Request Form

Email completed technology request to LA deans Michael Dixon and Joan DeJong, and copy Kathy Oeth and Paul Kinner.
mdixon@usi.edu, jkempf@usi.edu, kaoeth@usi.edu, pkinner@usi.edu.

THE SUBJECT LINE OF YOUR EMAIL SHOULD READ: CLA TECH REQUEST

Name _____ Title or Position _____

Email _____ Office _____ Phone _____

Name of Department, Program, or Organization _____

Tech Request for: Computer Software Other: _____

Description of request and rationale _____

Estimated cost of request \$ _____

Name and title of the person to whom you report _____

Is the person you report to aware of this tech request? Yes No

This request is: Urgent Preferred by: _____ Must have by: _____

- All technology requests must be approved by requestor's department head.
- Use the Help Desk for technology maintenance and other technology issues, IT@usi.edu.
- Attach additional information about your tech request, as needed.

For use by Dean's Office only

Date information received in College of LA _____

Estimated Cost \$ _____ Amount Approved \$ _____

Source _____ Account Number _____

Source _____ Account Number _____

Source _____ Account Number _____

Approval of Dean _____ Date _____

Signature of Fiscal Agent _____ Date _____