



# Technology Services Equipment Request Form

## Computer, Printer, and Phone Service

Effective: 05-04-2022  
Supersedes: All

Today's Date \_\_\_\_\_

### Requestor's Information

Contact Name \_\_\_\_\_  
Title \_\_\_\_\_  
Department \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Email \_\_\_\_\_

### Employee's Information

First Name \_\_\_\_\_  
Middle Name \_\_\_\_\_  
Last Name \_\_\_\_\_  
Generational Qualifier (Sr. Jr, etc.) \_\_\_\_\_  
Title \_\_\_\_\_  
Department \_\_\_\_\_  
Location \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Fax Number \_\_\_\_\_  
Contract Length \_\_\_\_\_

**If Employee requires access to the college network, a Network Access form must be completed. This form is available from Technology Services and on GCnet under Technology Services**

**If Employee requires CIS system access, a System Access form must be completed. This form is available from Technology Services and on GCnet under Technology Services**

Is employee:  New  Moving  
 Staff  Faculty  
 Full Time  Part Time

### Equipment Information

Is a computer required? \*  Yes  No  
If so, which campus?  Dallas  Lincoln  East  
Is a printer required \*  Yes  No  
Is phone service required \*  Yes  No

\* The purchase of additional computer or phone equipment is the responsibility of the requesting department. If additional equipment is needed, please contact Technology Services for availability of existing equipment or advice on purchase.

Additional comments or requests?

Requestor's Signature: \_\_\_\_\_

Information below to be completed by Network Services

Phone Number: \_\_\_\_\_ Completed By: \_\_\_\_\_ Date: \_\_\_\_\_  
Computer Setup: \_\_\_\_\_ Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

Department of Technology Services