

**College of the Atlantic**  
**Memorandum**  
**Employee Computer Request Form**

To request a computer, you need to fill out this form. Please be aware that a **thirty day notice** is required and that non standard requests may take longer than thirty days.

Date:

To: Director of IT

From:

Subject: Request for Computer

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**Equipment Request for:**

Name:

Building & Room #:

**Supervisor's Info:**

Chair or Supervisor:

Supervisor's E-mail:

**Status:**

Faculty or Staff

Adjunct, Full –Time or Part-Time

Start or Needed by Date:

**Specifications:**

Current COA asset tag number ('none' for new employee):

Requesting Mac or PC?

Requesting a Desktop or a Laptop?

*Note: A staff person requesting a laptop will need approval from his/her supervisor*

Reason(s) for this request (i.e. What is your current system not able to do)?