



Process Completed? (ITS Use)

Date: _____

Hardware Request Form

(to be sent to ithelp@lincoln.ac.nz)

Date of Application:-----Date Required-----

Name (Person to be responsible for the device)-----

Division -----Room Number-----

Type of Device (s) -----

Where will this device be used -----

Is Wifi coverage adequate-----

Charge Code: _____ / _____ / _____ / _____

Please describe your reasons for this request
(what will you be doing on this device and where)

Number of devices requested

Please answer the following questions:

Please identify any University owned Cellphone, Laptop or Desktop Computer that you currently have allocated to you. Please identify which of these can be returned to ITS if another device is purchased and which, along with a explanation, you will need to hold on to.

Change to Work Practices

(Please give a brief description around what this device will do for you or your group and what will change.)

Collaboration

(Please outline if there are any collaborative reasons behind this application.)

Technical

(Please outline any needs only capable of being fulfilled on this type of device)

Other

(Please advise if there are any other reasons behind this request not already covered)

Administrator approval _____

Date _____

ITS Director _____

Date _____

Deputy Vice Chancellor, General
Manager Corporate Services _____

Date _____

Dean/Director _____

Date _____