

NAME

DEPARTMENT

1. Please describe your current office computer equipment by brand name (Mac, Dell, etc.), model (Optilex 745, iMac), if it is a laptop or desktop, and the year you received it.

2. Indicate any limitations of your present configuration that are interfering with your ability to use technology for your teaching, research, and service. (For example, is there software your computer does not run, or does it lock up even after the HELP Desk attended to your complaints?)

3. Indicate the type of new equipment or upgrade that you would like to have and why.

4. If a new machine is approved for your purchase, it will easily run the following software:
 - Internet browsers (i.e. Firefox, Internet Explorer, Safari)
 - E-mail programs (i.e. Outlook, Entourage)
 - Microsoft Office (Word, PowerPoint, & Excel)

Please specify any special needs or requirements beyond these programs:

for statistical analysis-

for graphics/photos-

for video-

for audio-

for web conferencing-

other-

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