

OSU Mansfield
Request for Computer Hardware and/or Software

Name _____ Date: _____

e-mail _____

Computer/computer upgrade I am requesting: _____

Approx. date of computer purchase? _____ Approx. date of last computer upgrade? _____

Computer hardware (e.g keyboard, external hard drive) I am requesting: _____

Computer software/software upgrade I am requesting: _____

Reason for request (please provide as much detail as possible): _____

Approximately how many students, staff or faculty will be affected by your request? _____

Explain: _____

Use the back of this form or an attached sheet if you need more space.

Please submit your request to the chair of the Library & Instructional Technology Committee, with a copy to Major Price, Technology Services.