Instructional Computing and Technology
Classroom Installation Request Form

Date ______________________  Semester Install requested for ___________________________________________
(When you would like to have it up and running)
Dept ______________________  Campus _____________  Bldg _______________  Room _______________
Name of Requestor ________________________________________________________
Position Title _____________________________________________________________
Dean or Dept Head ________________________________________________________

TYPE OF INSTALLATION DESIRED:
We have a projector mounted on the ceiling but we need:

- a replacement
- a console and controls
- a computer
- a DVD/VCR
- other (please specify) ________________________________________________________________________

We have a projector but need:

- a replacement
- it mounted on the ceiling
- a console and controls
- a computer
- a DVD/VCR
- other (please specify) ________________________________________________________________________

We don't have a projector but we would like:

- one on a movable cart
- a portable one to take between classrooms or building
- a computer
- a console and controls
- one mounted on the ceiling
- a DVD/VCR
- other (please specify) ________________________________________________________________________

We have a screen, but we would like:

- the screen size changed
- the screen location changed
- a new screen with the same dimensions and location
- other (please specify) ________________________________________________________________________

Special Instructions:
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

I understand if this is a new money request that I may need to get approval from the College Wide Technology and Capital Outlay Committee. I further understand that it may take up to a semester before the installation occurs. Completing this form is a request only and it is not a guarantee that it will be honored.  

Rev. 9/4/09-MZ