



TECHNOLOGY REQUEST FORM

The Technology Committee for Cañada College will review your request below and make recommendations to the VPI and/or VPSS. You will be notified by e-mail of the Technology Committee's decision during the week which follows each meeting. Please complete each field in this form, attach a quote from ITS and submit to Division Dean.

I. This section to be completed by the requestor (Faculty or Staff)

Request Date

Requestor Name

E-mail

Telephone

Division

Program/Department

State the reason for the requested item(s) and attach a quote from ITS:

Please complete the following information:

Emergency:	Yes	No	
PC	MAC	Desktop	Laptop
Printer:			
Telephone:	Speaker	No Speaker	
Software (Title):			

Is the requested item noted in the Annual Program Plan and/or Comprehensive Program Review? Yes No

Location of the equipment (building and room): How old is your current equipment, if any:

Current computer is: PC MAC Desktop Laptop

If replacing a computer, please contact Cañada ITS for a review. Date of review:

Requestor's Signature

Date

II. This section to be completed by ITS, Division Dean, and Vice President.

ITS Comments

ITS Signature

Date

Technology Committee Co-Chair

Technology Committee Co-Chair

Date Reviewed Approved

Not Approved

Division Dean Signature

Date

Approved

Not Approved

VPI/VPSS Signature

Date

Approved

Not Approved