|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Nashville State-323 logo.JPG | | | Special Hardware Request **Use this form to request non-standard technical equipment.** Please complete, sign, and obtain “Required Approvals” signatures.  Deliver form to Computer Services Help Desk, or send via email, or Fax  Office: CSD Help Desk - Main Campus - Rm. C-219A  **Email:** [**helpdesk@nscc.edu**](mailto:helpdesk@nscc.edu) **Fax: 615-353-3702 Phone: (615) 353-3678** | |
| Requestor’s Information | | | | |
| |  |  |  |  | | --- | --- | --- | --- | | Name: |  |  |  | |  | Please Print First | and Last Name | M.I. | | | | | |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Contact Phone: | |  | | Contact Email: | |  | | Department: |  | | Manager/Dean: | |  | | | | | | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | |  |  | | --- | --- | |  |  | | Requestor’s Signature | Date | | |  | | | | | |
| |  |  | | --- | --- | | |  | | --- | | Equipment Details & Justification | | | | | | |
| |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  | Computer |  | Printer |  | PC Peripheral |  | Other |  | |  |  | Laptop |  | Tablet/iPad |  | AV Multimedia |  |  | | | | | |
| **Justification for Special Hardware, Number & Description of Requested Item (s)**  **If model numbers are available, please list with description.** | | | | |
| **No. of Items** | **Description & Justification** | | | |
|  |  | | | |
| **Campus Location & Room(s) to be Installed:** | |  | | |
| **Expected Installation Date - OR - Semester Requirement Date:** | | | |  |
| Do the items above require network / internet connections No Yes (If “Yes” please answer question below)  Do network connections currently exist in room in which equipment will be installed Yes No  Unknown | | | | |
| ***Computers/Laptops/iPads come standard with software.  If non-standard software is also required, please complete and submit an “Software Request Form”*** [***http://ww2.nscc.edu/csd/files/Software\_Request\_Form.pdf***](http://ww2.nscc.edu/csd/files/Software_Request_Form.pdf) | | | | |
| Required Approvals | | | | |
| |  |  | | --- | --- | |  |  | | Dean or Department Head Signature | Date | | | | | |
| |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  |  |  | | --- | --- | --- | --- | |  | | |  | | Division Vice President Signature | | | Date | |  | Declined | Approved | | | |  | | Reserved for Computer Services Office Use | |  | | | | | |
| |  |  |  | | --- | --- | --- | |  |  | | | CSD Director Signature | Date | | |  |  | | Received by Technician: Signature | Date | | | | | |