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| 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 FaxOffice: CSD Help Desk - Main Campus - Rm. C-219A **Email:** **helpdesk@nscc.edu** **Fax: 615-353-3702 Phone: (615) 353-3678** |
| Requestor’s Information |
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| Name: |       |       |       |
|  |  Please Print First  |  and Last Name | M.I. |

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| Contact Phone: |       | Contact Email: |       |
| Department: |       | Manager/Dean: |       |

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| Requestor’s Signature | Date |

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| Equipment Details & Justification |

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|  | [ ]  | Computer | [ ]  | Printer | [ ]  | PC Peripheral | [ ]  | Other |  |
|  | [ ]  | Laptop | [ ]  | Tablet/iPad | [ ]  | AV Multimedia |  |  |

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| **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 |
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| Dean or Department Head Signature | Date |

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| Division Vice President Signature | Date |
|  | [ ] Declined  | [ ] Approved  |

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| Reserved for Computer Services Office Use |
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| CSD Director Signature | Date |
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| Received by Technician: Signature | Date |

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