

ITT Dept.
SOFTWARE and PARTS REQUISITION FORM

Date:	Name:	Work order#
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Please check the appropriate requisition box and return completed form to Cana Hauerland.

	<i>Replacement part for defective non working part.</i>
	<i>Return for Warranty Repair</i>
	<i>Defective part to Bid Barn</i>

Y	Application	Ver	Hardware	Description
	Windows		Processor	
	Office		Computer Case w/power supply	
	Microsoft Publisher		Computer Case w/o power supply	
	Microsoft FrontPage		Memory	
	Corel Wordperfect		Monitor	
	Corel Draw		Keyboard	
	Adobe Pagemaker		Keyboard cable extension	
	Adobe Photoshop		Mouse	
	Adobe Acrobat		Mouse cable extension	
	Quickbooks Pro		Printer	
	Quicken		Scanner	
	Prodoc		Ext Modem	
	Managerial Software		Internal Modem	
	Accounting Managerial		Ext CD-Rom	
	NetOp School		Network Card	
	Micropace Pro		Sound card	
	SW Keyboarding Pro		Video Card	
	Key Champ		Speakers	
	Netscape Navigator		Printer Cables	
	Microsoft Explorer		Video Extension cables	
	Visual Basic		Hard Drive	
	C++		Floppy Drive	
	Turbo Pascal		CD R's	
	AutoCad		Floppy diskettes	
	McAfee			
	Course Technology			

	GHOSTED CD'S	NOTE: <i>If equipment is being removed to the Bid Barn, fdisk and format all hard drives. Be sure this form is properly completed and given to Production Clerk.</i>
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Approval

Your Signature indicates that the Computer Equipment described above has been authorized to be Removed for Repair; Bid Barn; or be installed per work request.

	<i>Production Control Clerk:</i>	<i>Removal Date</i>	<i>Return Date</i>
	<i>PC Technician Signature:</i>	<i>Removal Date</i>	<i>Return Date</i>

			<i>Student Assistant Signature:</i>	<i>Removal Date</i>	<i>Return Date</i>