

ITT Dept.
UPGRADE REQUEST FORM

Date:	Customer Name:	Work order#:
	Rm/Bldg:	Technician:

*****Computer Specialist must complete ALL information below before replacing existing parts on equipment and secure the signature from the Dean.**

<i>Hardware</i>	<i>Upgrade Justification</i>	<i>Estimated Cost</i>
Processor		
Memory		
Motherboards		
Monitor		
Keyboard		
Keyboard cable extension		
Mouse		
Mouse cable extension		
Hard Drive		
Floppy Drive		
Internal Modem		
Internal CD-RW		
Internal CD-ROM Drive		
Network Card		
Sound card		
Video Card		
Speakers		
USB/Parallel Printer Cables		
Video Extension cables		
Other:		

Estimated Budget Cost

NOTE: This form is designed for inventory control and replacement of parts from the appropriate department for the purpose of upgrading existing computers and components.

Approval

Your Signature indicates that the Computer Equipment described above has been authorized upgrading according to the recommendations from the Computer Specialist assigned to the work order associated with this request.

<i>Division Chair:</i>	<i>Production Control Clerk:</i>	
<i>Date: Approved:</i>	<i>Computer Specialist:</i>	
<i>Budget :</i>	<i>Dr. Carolyn Lightfoot</i>	<i>Thomas Sandoval</i>