

University of the District of Columbia

Office of Information Technology, Technical Support

Building 41 Room 316

Phone: 274-5941 Fax: 274-6006 Email: support@udc.edu



REQUEST FOR COMMUNICATION EQUIPMENT

PLEASE COMPLETE THE FOLLOWING INFORMATION

REQUESTER

MR. DR.
 MRS. MS.

NAME _____

STATUS:

faculty staff student other specify _____

PURPOSE:

DEPARTMENT:

COLLEGE:

BUILDING/ROOM:

TELEPHONE:

FAX:

EQUIPMENT:

CELL PHONE BLACKBERRY PDA

FUND

BUDGETED UNBUDGETED

WHAT DEPARTMENT?

AUTHORIZATION: TO BE COMPLETED BY VICE PRESIDENT, DEAN, CHAIRPERSON, DIRECTOR, STUDENT LEADER, FACULTY ADVISOR

DEPARTMENT HEAD/SUPERVISOR

DATE

DEAN/DIRECTOR

DATE

PROVOST/VICE PRESIDENT

DATE

FINAL APPROVAL

APPROVED DENIED

DIRECTOR OF FINANCE/GENERAL COUNSEL

DATE

REVISED 09/09