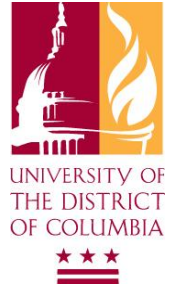


University of the District of Columbia

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	<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED
_____	_____
DIRECTOR OF FINANCE/GENERAL COUNSEL	DATE