Exception Ordering Form for Laptop or Desktop Computer

Name: __________________________________________

NetID: __________________ Date: _________________________

College/Division: _______________________________________

Department: __________________________________________

Configuration Requested (please insert configuration description here or attach quote/specifications to e-mail):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Reason for alternate configuration request: (Please provide detail so that we better understand your computing needs.)

Increased memory
Increased functionality
Other options needed (explanation required): _____________________________

ITSG Representative: Please sign and submit this form with the purchase order.

Signature: __________________________________________ Date: _____________

Randi Rainbow, Director Information Technology