



Department of Modern Languages  
New Computer/Equipment Request Form

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Office phone number: \_\_\_\_\_ Office number: \_\_\_\_\_

Language: \_\_\_\_\_ Date submitted: \_\_\_\_\_

Position held/Job title: \_\_\_\_\_

**Current computer/equipment requiring replacement**

Computer/Equipment type: \_\_\_\_\_ Year: \_\_\_\_\_

Mac Model: \_\_\_\_\_

PC Model: \_\_\_\_\_

Equipment Make/Model: \_\_\_\_\_

Additional identification of computer/equipment if needed (i.e. serial number):

\_\_\_\_\_

Issues with the current computer or equipment, reasons to allow request:

\_\_\_\_\_

Approved

Not Approved

Signature of Chair \_\_\_\_\_

Date: \_\_\_\_\_