



# Technology Request

Please complete and return this form to the Information Technology Department. Network accounts, software, and equipment will be provided when approved by the Department Head.

## Employee or Intern Information:

(circle which applies)

First Name Middle Initial Last name

Department Job Title

Telephone Extension Employee Number

**If New Employee: (Please have new employee stop to IT Dept. to obtain their City ID Badge)**

Start Date End Date (if Intern) Building Office

**A. New Equipment Requested:**  Desktop  Laptop  Other

Specs Requested (optional): \_\_\_\_\_

Other Equipment: \_\_\_\_\_

**B. Upgrade to Existing Equipment Requested:**  Current Desktop  Current Laptop  Other

Describe: \_\_\_\_\_

**C. Existing Equipment Staying:**  \_\_\_\_\_ **Asset Tag#** \_\_\_\_\_

## Software Requested:

MUNIS (Permissions configured like: \_\_\_\_\_)  Crystal Reports

Microsoft Office (Word, Excel, PowerPoint, etc.)  Microsoft Access  Email Account

Other Software: \_\_\_\_\_

**Telephone:**  Desk Telephone  Employee will use existing telephone  None

Special Features Requested: \_\_\_\_\_

Location: \_\_\_\_\_

*Please note: Use the Mobile Device Request form to request smart phones, cell phones, or tablets.*

## Justification for Technology Request:

\_\_\_\_\_  
\_\_\_\_\_

**Authorization of Dept. Head:** \_\_\_\_\_

Signature

Printed Name

Date



City of Chicopee  
Information Technology Department

For Internal Use Only

**Authorization -IT Dept. Head:** \_\_\_\_\_  
Signature Printed Name Date

**Asset Tracking Information:**

Employee currently in or/added to WASP

Equipment checked out to Employee

Computer Name: \_\_\_\_\_

Service Tag Number: \_\_\_\_\_

Asset Tag Number: \_\_\_\_\_

IP Address: \_\_\_\_\_

**Network Access:**

Dept. Share Drive S: \_\_\_\_\_

Dept. Printer: \_\_\_\_\_

Dept. Share Drive ( ): \_\_\_\_\_

Dept. Printer: \_\_\_\_\_

Dept. Share Drive ( ): \_\_\_\_\_

Web Access Lvl: \_\_\_\_\_

**Other requests:**

**Request Completed By:** \_\_\_\_\_  
Printed Name Date