

New Employee IT/Equipment Request Form

Please check all items needed for new employee:

IT Needs

- ☐ Desktop Computer
- ☐ Laptop
- ☐ Printer
- ☐ Scanner

Office Needs

- ☐ Office Space (Location: Building _____; Office _____)
- ☐ Campus Keys

Select all that apply.

- ☐ Office
 - ☐ Office
 - ☐ Building
- ☐ Office Furniture
 - ☐ Will office furniture be purchased (Yes or No-Select One)
 - ☐ Will office furniture be used (Yes or No-Select One)
 - ☐ Will Maintenance need to move furniture from one location to another for set-up? (Yes or No-Select One)
 - ☐ If other furniture needs are required, please describe below:

- ☐ Anticipated date for new employee to begin: _____

Signature required to verify completed tasks:

IT request completed by: _____
Signature Date

Maintenance or office request completed by: _____
Signature Date

Verified by: _____
Department Head or Requestor Date