

# ROBERT MORRIS UNIVERSITY


## Computer Equipment Request Form

Please submit one Computer Equipment Request Form for each type of hardware requested.

<b>Name</b>	<input type="text"/>		
<b>User name</b>	<input type="text"/>	<b>Phone</b>	<input type="text"/>
<b>Enter your status</b>	Faculty <input type="radio"/> Staff <input checked="" type="radio"/>		

### Complete Computer System Order

If this is an order for a complete new computer system (CPU, monitor, keyboard and mouse) fill out the section below.

<b>Desktop or Laptop?</b>	Desktop <input type="radio"/>	Laptop <input type="radio"/>
Enter the <b>computer platform</b> or operating system you wish to purchase (Windows or Macintosh):	Windows <input type="radio"/>	
	Macintosh <input type="radio"/>	
Enter the <b>number</b> of computer systems to be ordered:	<input type="text"/>	
<b>Special Needs:</b> If you require additional memory, hard drive space, or other equipment outside the standard configuration, please indicate those needs here. If you are ordering multiple computer systems please indicate the recipients' names here.		

**Printer Order**

If this is an order for a printer fill out the section below.

**Network or Personal printer?**

Network  Desktop

**Special Needs:** If you require a printer outside of the standard specifications, please indicate those needs here.

Enter the **number** of printers to be ordered:

**Computer Component or Peripheral Order**

If you need an individual component such as a mouse, keyboard, additional memory, hard drive drive, floppy drive, speakers, or other equipment, please enter your request below. For specialized hardware, include name of company (or vendor), phone#, and fax #.

Clear Form

**For more information contact:  
Dean, Academic Services  
412-397-3696**

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