

**Computer Exception Request Form
April 2015**

Date:		Department:	
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The purpose of the exception process is to identify and evaluate individual or departmental needs that are not met with the standard windows desktop computer system identified by Information Technology as the standard desktop system.

Individual Request:

First Name:		Last Name:	
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Entire Department:

First Name:		Last Name:	
First Name:		Last Name:	
First Name:		Last Name:	
First Name:		Last Name:	
First Name:		Last Name:	

*If more name entries are needed, copy and paste to the bottom of the above table.

Describe the equipment to be considered for your exception request. Include vendor name, model, RAM and hard drive size, CPU speed and version (i5, i7), screen size.

Describe the technical and business reason(s) for requesting this exception.

What functionality does the requested equipment provide that the standard equipment does not?

Department or Program Chair

Date

Associate Vice President for Technology

Date

Division Vice President

Date