Division of Student Affairs
VCSA - IT Support

Employee Request for IT Devices or Support

All forms will be processed as received.

Missing information will result in delay.

When Checking "other" please use the notes field to provide the needed information

Some areas will need departmental approval from other controlling areas. If that is the case, please allow for more time to complete the process.

Maxient requires approval of the Dean of Students Office, Located Campus Center 4014

PeopleSoft requires approval from SA-FA Campus center 4100.25, and Human Resources and or VC-FA, Both located in Quinn 3rd Floor

Cell Phones will be Apple I-Phone on the AT&T Network.

Request for Apple computers and laptop's are at the discretion of VCSA - IT Support Director. A clear business need must be provided for approval of the additional costs associated with Apple products.

Return completed form to the VCAS - IT Support Office located Campus Center 3 - 3401 or e-mail to vcsa-itsupport@umb.edu

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Employee Full Name   Employee ID Number

Division Department   Direct Supervisor

Office Location

Request Type   New Request   Change   Office Move
                      Other

Move from   Move To

Equipment Request	New Purchase		Equipment	Computer
	Replace Old			Cell Phone
	Install			Printer
	Support			Tablet
	Other			Laptop
				Office Phone
				Other

| Does the employee need access to: | Maxient | Wiser | PeopleSoft |
| | IMC | PowerDMS | Other |

Please list in detail items needed and service required

Eqmt/Service

All request for equipment must have supervisory approval and a speed-type assigned with it.

Eqmt/Service

Eqmt/Service   Speed-type

Business Need for Apple Products.

Notes

Signatures

Employee   Date   [   ]

Supervisor   Date   [   ]