

Stephen F. Austin State University

Request for adding additional computer/s to inventory

Per SFA policy 17.4 Computer Purchase and Replacement, requests to increase the total number of computers must be approved by the VP of University Affairs. Please send completed forms to Lisa Mozingo (mozingolc@sfasu.edu)

Requestor Name

Date

Department

Extension

Please select the appropriate box

Is this a new position? If yes, list the position title and new incumbent.

Is this a new program? If yes, list name of the program and program director.

Other

Approve

Disapprove

Chief Information Officer Signature

Print Name