



University of San Diego

School of Business Administration

**REQUEST FOR A RECYCLED COMPUTER**

Please take a few moments to fill out this form and return it to ELAINE TAGLIAFERRI in OLIN HALL 341. Requests will be processed in the order received.

NAME: \_\_\_\_\_ UNET USERNAME: \_\_\_\_\_

POSITION: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

OFFICE LOCATION: \_\_\_\_\_ TELEPHONE EXT.: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Please mark your computer preference from the following choices:

- WINDOWS BASED PC  MACINTOSH BASED PC
- My professional work requires that my computer have additional capabilities as listed below. Please note that while ITS will try to find a system to fit special requests, a recycled computer with extra capabilities might not be available. The reasons I need extra capabilities are:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FOR INFORMATION TECHNOLOGY SERVICES USE ONLY**  
 PLEASE RETURN COMPLETED FORM TO JOY BRUNETTI OR ROSY VACCHI IN SERRA 188

SERIAL #: \_\_\_\_\_

- DELL  APPLE
- AMEC  OTHER: \_\_\_\_\_

MHz: \_\_\_\_\_ RAM: \_\_\_\_\_ HD SIZE: \_\_\_\_\_

- CDRW  ZIP
- DVD  OTHER: \_\_\_\_\_