

Houston County Hardware Request Form

Use this form to request new or updated hardware for Houston County computers.

Please use one form per hardware item.

Hardware Item: _____

Hardware Provider's Name: _____

Cost of hardware: _____ Number of items: _____

Hardware Description (what does the hardware do?):

Justification (why is this hardware needed? (If it is an upgrade, describe features):

User(s): _____

User Information

Name: _____

Phone Number: _____

Email Address: _____

Item Approval

Department Head Approval: _____ Date: _____

IT Department Approval: _____ Date: _____

CAO Approval: _____ Date: _____

No one shall modify, alter, or upgrade computer hardware without the expressed written permission from the Houston County Information System department.

Item Installed by: _____ Date: _____

Installation Approved by: _____ Date: _____