

IT Client Services Equipment Order & Approval Form **Instructions:** Download the form. Open form in Adobe so the fillable fields are available. **Please use one form per end user.** If placing a bulk order (5 or more end users on a single order form) complete the form and provide the <u>end user information in a spreadsheet</u>. After opening the ticket, reply to the ticket email and attach the completed order form (one form per ticket). To open a ticket go to: <u>https://berkeley.service-now.com/ess/create_incident</u>

Your Information Person submitting the form

First & Last Na	ame		Email					Phone		OK to Text	
Placing a b	oulk order (copy and	fill out the <u>end us</u>	ser inform	nation ir	a spread	lsheet))				
End User Info	ormation Use one for	orm per end user					□ Same	as the pers	on subi	nitting the form	
First & Last Name			Email					Cell Phone OK to Text			
Shipping Info	ormation*	ip 🗌 Pick	-up fron	n 1608 4	th St, Sui	te 101	(By app	ointment: b	ousiness	s days 9am - 3pm)	
Shipping Address (Campus addresses: include building suite			e, room, cubicle, etc) City					State	Zip		
*If shipping to a	an off-campus address p	please ensure it mat	tches the	valid Fley	tible Work	Agree	ment (FW	/A) on file w	ith the c	lepartment.	
Department that will own the equipment			Department location (building and ro					om/suite), if different than shipping address			
	For Order The same	-			-		1.0				
(Account)	Fund (5 digits)	Dept (5 digits)	Program	(2 digits)	If rec	uired:	Chartfield	l (5 characters) Charth	ñeld 2 (5 characters)	
Approver Information This person is added to the Note: If the order is over \$5,000 the department's E First & Last Name Title											
Equipment to) Order					Clic	k here to	see the equ	iipmen	t Catalog	
Qty	Item		se note: If new equipment will be used with currently owned equipment recommend you check if new cables or adapters will be required								