# Request for Exception to the Computer Replacement Plan

Use this form to request replacement of your existing computer, or to request exceptions to the computer replacement plan guidelines. For more information about the process, see [Computer Replacement Plans](#). Please print this form and have it signed by the appropriate administrator.

## User Information

<table>
<thead>
<tr>
<th>Name:</th>
<th>E-mail:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone:</td>
<td>Location:</td>
</tr>
</tbody>
</table>

## Existing Computer Information

Please identify the type of computer that you have now. To determine what type of computer you currently have, refer to the label on the top of the computer. Please list the following information:

1. CPU Speed: ________  
2. Disk Drive Size: ________  
3. Memory: ________  
4. Monitor Type: LCD or CRT  
5. Screen Size: ________  
6. Delivered Date: ________

## Special Needs (complete items below as appropriate)

1. **Please describe the job duties, which cannot be met with your current computer or a standard PC:**
   
   ________________________________________________________________________________________________
   
   ________________________________________________________________________________________________

2. **Request for a non-standard PC such as a notebook or Macintosh computer. Please check:**
   - Notebook PC
   - Tablet PC
   - iMac
   - MacBook
   - Other: __________________________________________

3. **Installation request for nonstandard software. Please list title and version below:**
   
   ________________________________________________________________________________________________
   
   ________________________________________________________________________________________________

4. **Cascade request for the following computer(s) from one location to another:**
   - Move computer CC#: ________ From location: ________ New location: ________
   - Move computer CC#: ________ From location: ________ New location: ________
   - Move computer CC#: ________ From location: ________ New location: ________

5. **Other exception requests. Please describe:**
   
   ________________________________________________________________________________________________
   
   ________________________________________________________________________________________________

Authorizing Manager's Name: _______________________ Date: ________

Manager's Signature: ______________________________________

Authorizing VP's Name: _________________________ Date: ________

Authorizing VP's Signature: ______________________________________

Business Services VP Signature: ______________________________________