



Memorandum

VQ<Cf o kpkmtcvkxg'F gr ctvo gpv'J gcf u'  
HfQO <Ecttlg'Uej wj  
FCVG<Hgdwtct { '3; .422; "  
UWDLGEV<"Eqo r wgt'tgr mego gpw'hqt'vj g'wr eqo kpi 'hucenl' { gct "

Rngcug'rgv'o g'npqy "qh' { qwt'f gr ctvo gpw'eqo r wgt'cpf'r tlvgt'tgr mego gpv'tgs wguu'hqt' { qwt'uchh'hqt'vj g'eqo kpi "  
{ gctOTgs wguu'uj qwf "dtlghm' { ucvy'y j { "cp'wr i tcf g'ku'pggf gf "kQO'y j cv'uhwy ctg'qt'hwpev'qpf'qgup)'twp'r tqr gtn' "qp"  
vj g'ewttgpv'eqo r wgt'qt'r tlvgt'+cpf'y j cv'vj g'umknhxgn'qh'vj g'r gtuqp"wukpi "vj g'eqo r wgt'kuOY g'y km'uk' g'c"  
tgr mego gpv'wr i tcf g'dcugf "qp'vj ku'tgs wguu'OP gy "eqo r wgtu'y km'dg'mqcf gf "y kj "Y kpf qy u'cpf "O letquqhm'Qhheg'cu"  
y gm'cu'Hkghqz'cpf "k'vgt'pgv'Gzr mqtgtOki' { qw'ctg'uggm'kpi "eqo r wgtu'qt'r tlvgtu'v'q'dg'wugf "hqt'r wtr qugu'qvj gt'vj cp"  
tgi wct'hmm'vko g'uchh'wug'qpg'eqo r wgt'r gt'r gtuqp+ "qt'r gtr j gtr'gs wkr o gpv'wej "cu'uecpgtu."rcti g'bo qpkqtu.'gve."  
{ qw'uj qwf'r rcp'v'q'hw'pf "vj go "vj tqwi j " { qwt'f gr ctvo gpw'dwf i gvOTgs wguu'hqt'eqo r wgtu'hqt'uwf gpv'go r m' { ggu."  
k'vgt'pu.'r ctv'vko g'go r m' { ggu'kQO'eqo r wgtu'pqv'qp'vj g'f gumqr u'qh'kpf kxk' wcn'hmm'vko g'go r m' { ggu'qt'pgy 'r qukk'qpu"  
uj qwf'kpenw'g'cp'ceeqwpv'pwo dgt'hqt'vj g'8372'ej cti g'hqt'uhwy ctg'hqt'wugf'f gumqr "eqo r wgtu'y j gvj gt'vj g"  
eqo r wgt'y cu'tgr megf "y kj kp' { qwt'f gr ctvo gpv'qt'pqv'qt'vj g'equv'qh'c'pgy "eqo r wgt'kh' { qw'ej qqugO"

Rngcug'pqv'vj cv'hqt'o quv'f gr ctvo gpw'y g'y km'pq'hqpi gt'dg'kpuv'kpi "rcug'r tlvgtu'cu'vj g'Mqplec'eqr lgtu'j cxg'vj ku"  
hwpev'qpcrk' { cpf'ctg'hcvgt'y kj "vy q'j qwt'tgr ct'ugtxlegO'Vj g' { ctg'cnuq'ecr cdng'qh'uecplkpi . 'hczkpi 'cpf'g/o ckrkpi "  
f qewo gpw'tgs wguu'v'wug' { qwt'eqr lgt'cu'c'f gr ctvo gpv'nr tlvgt'uj qwf "dg'ugpv'd' { "THU'v'k'phqto cvkqp'Vgej pqm' { "  
qpeg' { qw'j cxg'c'pgy qtnl'cem'k'p'r meg'hqt'vj g'eqr lgt' "tgs wguu'hqt'pgy qtnleqppge'k'qpu'uj qwf "dg'o cf g'htu'v'v'q"  
Hekrk'kgu'0"

Tgs wguu'o cf g'd' { "Cr tkn'33'y km'dg'uej gf wgf 'hqt'vj g'rcwt'r ctv'qh'vj g'ur tkpi "vj tqwi j "vj g'hcnO'Rngcug'kpenw'g'c"  
eqo o gpv'cdq'w'vj g'wti gpe' { "qh'vj g'tgs wguu'cpf'vj g'r tkqtk' { y kj "tgi ctf u'v'q'qvj gtu'lp' { qwt'f gr ctvo gpv'v'q'y g'ecp"  
r tkqtk' g'cpf'uej gf wng'pqv'cm'eqo r wgtu'ecp'dg'kpuv'cngf "qxgt'vj g'wuo o gt'y j gp'hcew'w' { kpuv'c'k'qpu'v'cng'r tkqtk' O'  
Rngcug'f qp'w'j gukcv'v'q'o cng'eqo r wgt'tgs wguu'cu'vj g' { dgeqo g'cr r tqr tkv'g'kpuv'c'f'qh'y ckrkpi "hqt'vj ku'tgo kpf gt'v'q"  
j gr "cxqk'vj g'wuo o gt'dqw'pgem' { qw'ecp'f'q'vj gug'y kj "grgevt'qple'Tgs wguu'hqt'Ugt'xlegu'hqto u'qp'vj g'kVOY gd'ukvgO'  
Uko krcn' . 'k'ku'ko r qvcp'v'vj cv'cm'vj g'eqo r wgtu'lp'c'f gr ctvo gpv'f'q'pqv'dgeqo g'qwf cvgf "cv'vj g'wuo g'vko g' { qwt'  
f gr ctvo gpv'y km'dg'pgh'v'htqo "j cxkpi "eqo r wgtu'y kj "xct' { kpi "ecr cd'k'kguORngcug't' { "v'cp'v'ek'cv'g'tgr mego gpw'pqv'  
qpn' "hqt'vj ku' { gct. "dwhqt'vj g'pgz'v'eqw'ng'qh' { gct'cu' { qw'bo cng'vj ku'tgs wguu'vj qwi j " { qw'qpn' { pggf "v'kpenw'g'vj ku"  
 { gct'v'lp' { qwt'tgr qpug+OF gr ctvo gpw'tgs wguu'kpi "c'rcti g'r gtegp'vci g'qh'tgr mego gpw'bo c' { "j cxg'vj qug'tgr mego gpw"  
ur cegf "vj tqwi j qw'vj g'uej qqn' { gctO"

Tgi ctf kpi "vj g'tgegpw' { tgrcugf'pgy "xgtuk'qpu'qh'Y kpf qy u'cpf "O letquqhm'Qhheg'<pgy "eqo r wgtu'y km'eqo g'y kj "vj g"  
ZR'xgtuk'qpu'qh'Y kpf qy u'vj ku' { gct'v'q'gpw'g'eqo r cv'k'k'v' { y kj "gzk'k'kpi "uhwy ctg'cpf'j ctf y ctgOTgi ctf kpi "O letquqhm'  
Qhheg'29. "vj g'hkg'v'r gu'ctg'kpeqo r cv'k'ng'y kj "ewttgpv'Qhheg'xgtuk'qpu'dw'c'r nvi /kp'ku'cx'k'cdng'vj cv'j gr u'hce'k'k'cv'g"  
k'vgt'ej cpi g'dgwy ggp'vj g'xgtuk'qpu'vj qwi j "k'v'u'hk'ng'n' { y cv'v'qo g'hqto cvkpi "f k'htg'gpegu'y km'qee'w'OK'cf f k'k'q. "uqo g"  
f qewo gpw'cwcej gf "kp'go ckr'ecp'v'dg'qr gpgf "f k'ge'v' "dw'bo wuv'dg'ucxgf "h'ku'OC'u'y g'g'zr gtl'gpegf "dgh'gt.'vj g'dguv"  
y c' { "v'f'q'vj g'tcp'uk'qpu'y km'dg'v'w'r i tcf g'cp'gp'v'g'qh'heg'cv'qpegO'Uqo g'qh'hegu'bo c' { "j cxg'pq'tgcu'q'v'f'q'vj cv'hqt"  
cp'qvj gt' { gct'qt'v'qO'k' { qw'j cxg'c'pggf "hqt'vj g'hgcw'gu'lp'Qhheg'29. 'r ngcug'bo gp'v'q'vj cv'lp' { qwt'tgs wguu'cpf' y g'm'  
kpenw'g'dqj "xgtuk'qpu'qh'Qhheg'hqt' { qwO"

Kj cxg'cwcej gf "c'hqto " { qw'ecp'v'wug'v'q'eqo r ngv' { qwt'tgs wguu'O'Rngcug'f qp'w'j gukcv'v'q'eqp'cev'bo g'kh' { qw'j cxg'cp' { "  
s wguu'k'qpu'0"

Vj cpm' { qwO

Admin Computer Requests

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Departmental Needs:

Name	*****Equipment Needed	Reason
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Additional Needs:

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