Facilities Services
Information Technology
University of California
2000 Carleton Street, Room 240 Berkeley, CA 94720-1384
fsithelp@berkeley.edu

Technology Order Form (TOF)
** Please contact **FSIT** directly if you are purchasing **multiple units of the same type**.*

1 - DATE

2 - REQUEST TYPE   PROJECT NO. & NAME

3 - REQUESTOR iNFORMATION

NAME	EMAIL ADDRESS	PHONE #	UNIT	Location (Building/Room)

4 - ORDER CONTACT INFORMATION

CONTACT NAME	EMAIL ADDRESS	PHONE #	UNIT	Location (Building/Room)

5 - REQUEST FOR SERVICES - and justification for request

A. COMPUTER SYSTEM EQUIPMENT & SOFTWARE REQUISITION   *[See "IT Policy and Standards"]*

STANDARD:
NEW WORKSTATION SETUP (Includes hardware, software, and accessories) *
PRINTER
MULTIFUNCTIONAL (Printer/Scanner/Fax/Copier)

SPECIAL REQUEST :
NON-STANDARD SOFTWARE (please list detailed title(s) in box below)
Other
DATA NETWORK CONNECTION

Describe request in detail here; including justification. Attach additional documentation as needed.

ESTIMATED COST

APPROVALS
Sign this form, or use electronic signature block, save signed form, attach and email.

6 - FSIT TECH REVIEW (for all purchases)   DATE

7 - MANAGER or SUPERVISOR APPROVAL   DATE

8 - UNIT APPROVAL (financial authorization)   DATE   **ALLOCATED IN BUDGET**

9 - NON-STANDARD/EXCEPTION REQUEST APPROVAL   DATE

10 - ACCOUNT INFORMATION

ONE TIME Charges Chart of Accounts String	RECURRING Charges Chart of Accounts String