



New Computer Purchase

- Name of Owner: _____
- Date: _____
- Computer/Device will be used in room # / Building: _____

***Required:** Submit an A&S ticket for computer to be imaged at <https://ait.unm.edu/> Otherwise, it will not be eligible for UNM support.

- Date of A&S ticket submission: _____
- Manufacturer/Make: _____
- Model #: _____
- Serial #: _____
- Business purpose for computer/device: _____

****Mandatory** form for all portable equipment (laptops, i-Pads, tablets ...): Request and complete an **Equipment Check- out form** and return it to the Psychology **main office**.

Upon completion of this form, please return it to the individual who placed the order or to anyone from the Psychology finance team.