



**American Samoa Community College  
Hardware Request Form (HRF)**

PR# \_\_\_\_\_

1. Complete this form to request standard and non-standard Hardware, or to request assistance in defining your Hardware requirements.
2. Submit completed forms to MIS Office – [request@ascc.as](mailto:request@ascc.as)
  - a. If ordering a workstation along with Hardware, submit a completed Hardware Request Form (HRF) along with this form.
  - b. If you have obtained pricing, submit this form with applicable quotes and purchase requisitions.

Requestor Name: \_\_\_\_\_  
Requestor Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Requestor Dept: \_\_\_\_\_  
Requestor Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

ASCC User Name: \_\_\_\_\_

End User Bldg/Room: \_\_\_\_\_/\_\_\_\_\_

Do you have a special funding source?  Yes  No

If yes, please indicate the source –

Grant  Student Technology Fee  Department Account  Other

If this Hardware is being ordered for an existing workstation or laptop (not one you are ordering at this time), provide the ASCC tag number for that machine: \_\_\_\_\_

**Choose all that apply: Refer to Technology Purchasing Policy for standard and non standard Hardware definition**

- I am not sure what Hardware I need. Please have a technical analyst call to consult with me. (Complete Section A)
- I am requesting standard Hardware for a workstation. (Complete Section B)
- I am requesting non-standard Hardware. (Complete Section C)

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**Section A - Request for Assistance**

1. Describe the business need this Hardware will address, or the problem it is intended to solve.

\_\_\_\_\_

2. Identify the following, if known, to describe the environment in which the Hardware will run.

Hardware:  PC  Macintosh/Apple

Operating System:  Windows 95/98  Unix  
 Windows NT/2  Mac 9.x  
 Windows XP  OS X

**Section B - Standard Hardware**

- Preferred Operating System:  Windows 2000 (must have Pentium III or better, and at least 256 MB RAM)  
 Windows 98  
 Windows XP  
 OS 10.x

**Windows Environment**

- Standard Hardware:  Network Card  Hard Drive  Memory  
 Modem  Monitor  
 Video Card  Printer  
 PC System  
 Other \_\_\_\_\_

**Section C - Non-Standard Hardware**

- I have obtained a quote (attach to purchase requisition)  
 I need assistance in obtaining pricing for this Hardware

**Important Note:**

Non-standard Hardware requested in this section is not supported by MIS. Indicate below the source of support for this Hardware.

Qty	Item Description	Source of Support (vendor, dept tech staff, other – describe)
_____	_____	_____
_____	_____	_____
_____	_____	_____

Reason for purchasing non-standard equipment: \_\_\_\_\_

Approval for purchase of non-standard Hardware:

Dean/Director/Department Head: \_\_\_\_\_ Date: \_\_\_\_\_  
MIS: \_\_\_\_\_ Date: \_\_\_\_\_