

Coordinator's Name _____
 Coordinator's Extension _____
 Coordinator's Department _____

Yes No Does your dept have ITS managed computers/printers?



Data Short Order Form
Information Technology Services
271 Durham Center
294-8565 FAX 294-5050
support@iastate.edu

Desired Completion Date:

WO# _____

As soon as possible
 Emergency / Rush (*Call 4-8565 to obtain prior approval. If approved, there will be a \$100 expedite fee per order with a maximum of 2 installs/moves in the same building.*)
 Specific Date: _____ (*Must be received more than 5 working days before specific date.*)

Monthly Fund Acct. # _____ **Install Fund Acct #** _____

Special Instructions:

Add Service:

<u>Jack</u>	<u>Service Type</u>	<u>Adjunct Equipment</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Disconnect Service:

<u>Jack</u>	<u>Service Type</u>	<u>Adjunct Equipment</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Move Service:

<u>From Jack</u>	<u>To Jack</u>	<u>Service Type</u>	<u>Adjunct Equipment</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Change Speed:

<u>Jack</u>	<u>Current Service Type</u>	<u>New Service Type</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Service Types:

10BaseT (ENET)	Enetall (for ENETALL Bldgs)
100BaseT (FENET)	Cable TV
1000BaseT (GIGENET)	Video 1-Way or 2-Way
10 GigEnet	Wire Rental Jack to Jack
Isolated 10BaseT	Wire Rental Building to Building
Isolated 100BaseT	
Isolated 1000BaseT	

Adjuncts:

8-Port in-room switch (DLink)
Other in-room switch _____
Wireless Access Point (requires active Ethernet)

Any theft of or damage to Information Technology Services equipment will be the financial responsibility of each ordering department. Information Technology Services data equipment must be placed in a secured area or a locked box with adequate ventilation.

Coordinator Signature _____

Order _____ Print _____ Email _____ Closing _____