Network Drop Request Form

Budget Transfer Authorization Required

A network drop cannot be processed without a submitted budget transfer authorization form. You should estimate approximately **$250.00** for each network drop and activation requested. A difficult installation may exceed the estimated price and an easy installation may be less than the estimated price.

<table>
<thead>
<tr>
<th>BUILDING/ROOM</th>
<th>CONTACT NAME</th>
<th>CONTACT PHONE</th>
<th>SPECIAL REQUIREMENTS</th>
<th>NUMBER OF DROPS</th>
<th>@ $250/DROP</th>
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**TOTAL FOR THIS ORDER:**

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Printed Name of Budget Head

Building

Room Number

Signature of Budget Head

Name of the Department to be Charged

Date of Request

Account Number of department to be charged

Telephone Number of Requesting Department

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**For OIT use only:**

Date Budget Transfer Received

Technician

Incident ID

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Complete this form and the Budget Transfer Authorization Form and send digital copies to helpdesk@uah.edu or mail them to VBH M32A. If you have questions about the Network Drop Request Form, email helpdesk@uah.edu or call 256-824-3333.