Network Drop Request Form

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

Office of Information Technology

A network drop request cannot be processed without a signed budget Transfer Authorization Form. The cost for each standard drop is $300.00. If the cost will exceed $300.00, a quote will be provided before installation is scheduled.

Step 1: Complete this form and send a digital copy to helpdesk@uah.edu.

Step 2: Complete a Transfer Authorization Form and email to jem006@uah.edu. Be sure to reference the ticket number on the Transfer Authorization Form.

Building/Room	Contact Name	Contact Phone	Special Requirements	# of Drops	@ $300.00/Drop
			Total for this order		$0

For OIT use only:

Ticket Number: _____

Transfer Authorization received on: _____

Vendor emailed on: _____

Ticket Assigned to Network Team on: _____

Invoice # _____   Invoice Amount: _____   MRR Created on: _____

Transfer Authorization Reconciled on: _____   Journal Entry # _____