# Network Drop Request Form

A network drop request cannot be processed without a signed budget Transfer Authorization Form. The cost for each standard drop is $250.00. If the cost will exceed $250.00, 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 mail the original to VBH C-13. Be sure to reference the ticket number on the Transfer Authorization Form.

<table>
<thead>
<tr>
<th>Building/Room</th>
<th>Contact Name</th>
<th>Contact Phone</th>
<th>Special Requirements</th>
<th># of Drops</th>
<th>@ $250.00/Drop</th>
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</table>

**Total for this order**

**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 #: _______________