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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</tbody>
</table>

**Total for this order**

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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 Reconiled on:** ________________
- **Journal Entry #** ________________