Network Drop Request Form

A network drop cannot be processed without a submitted Budget Transfer Authorization Form. The cost for each standard drop is **$250.00**. If the cost will exceed the $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 include it with your email to helpdesk@uah.edu. 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>NUMBER OF DROPS</th>
<th>@ $250/DROP</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

**TOTAL FOR THIS ORDER:**

**For OIT use only:**

- Printed Name of Budget Head
- 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

Date Budget Transfer Received

Technician

Incident ID