

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 \$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 upload the form to the ticket or email to jem0062@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 # _____