

# New River Community and Technical College

## Equipment Change Form

Equipment Tag #: \_\_\_\_\_

Date: \_\_\_\_\_

### Change Information (General)

*Check and fill out the fields only for the information that is being changed.*

\_\_\_\_\_ Equipment is being moved. Campus: \_\_\_\_\_ Room: \_\_\_\_\_

\_\_\_\_\_ Equipment is being sent to surplus. (Old or broken equipment)

\_\_\_\_\_ Equipment is being sent to manufacturer.

\_\_\_\_\_ Primary User is being changed. New User: \_\_\_\_\_

### Change Information (Computer)

*This section contains information only involving computers.*

\_\_\_\_\_ RAM is being upgraded. New Amount of RAM: \_\_\_\_\_

\_\_\_\_\_ Operating system is being changed. New OS: \_\_\_\_\_

\_\_\_\_\_ Hard drive is being changed. New Total Drive Space: \_\_\_\_\_

\_\_\_\_\_ Computer name is being changed. New User: \_\_\_\_\_

\_\_\_\_\_ CPU is being upgraded. CPU Type: \_\_\_\_\_ CPU Speed: \_\_\_\_\_

### Other Information

*If change being made is not listed above, please describe the nature of the change below.*