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 MCS 262

# ITAC Work Order Form for University – Owned Equipment

Bring this completed form with you to ITAC.

@equipment pick up is r u ste

Customer (User) Information:				Contact Person Information: (If different)					
User's Name or Lab Name (this effects pricing) _____				Contact Name: (same as User <input checked="" type="checkbox"/> ) _____					
TxState Affiliation:		Staff	Faculty	Lab	TxState Affiliation:		Staff	Faculty	Student
Phone: _____				Phone: _____					
NetID: _____				NetID: _____					
Department: _____				Department: _____					
Building/Room #: _____				Building/Room #: _____					

Equipment Information:							
<input type="checkbox"/> Desktop		<input type="checkbox"/> Laptop		<input type="checkbox"/> Printer		<input type="checkbox"/> Monitor only: serial # of attached computer _____	
Brand/Model:	_____			Asset Tag #:	_____		
Serial #:	_____			Laptop Charger?	No	Yes	
Password:	_____			Other Items?	_____		

Price	Service
\$0	Encryption, Under Warranty, or Faculty/Lab computers (Faculty/Lab labor is free only with repair work, not on optional reimaging)
\$10	Data backup
\$10	Pick up/delivery fee: Flat \$10 fee for either/or all delivery services per order, regardless of how many devices are included.
\$25	Computer re-image for supported models (see link below in the Work Requested section.)
\$40	Computer re-image for <i>non</i> -supported models, and all other repairs (parts extra).

*Please note: In order to repair your computer, it may be necessary to re-install the operating system (e.g., Windows). This will result in loss of data and software applications. You are responsible for your own data – we take NO RESPONSIBILITY for data loss. If data backup is requested, we can attempt to recover your data, but we can make NO PROMISES concerning the recovery of the data in certain circumstances.*

Work Requested: (re-image must meet current Minimum Re-Image Hardware Configuration requirements)	
<b>Re-image</b>	Erase ALL DATA (files and software) on the computer and apply the <a href="#">Standard Texas State software image</a> .
<b>Data Backup</b>	Back up all data for a user profile.
<b>Encryption</b>	Required of all university-owned laptops.
<b>Repair</b>	Diagnose and repair current issue. Please describe the problem (be as specific as possible)
Problem description: _____ _____	

Equipment Pick-up / Delivery Information (Flat \$10.00 fee for either or both services)							
Do you need pick up?		No	Yes	Do you need delivery?		No	Yes
Building/Room: _____				Building/Room: _____			
Contact person: _____				Contact person: _____			

Departmental Funding Information:																																											
Cost #:	<table border="1" style="width:100%; height: 20px; border-collapse: collapse;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>																					Internal Order #:	<table border="1" style="width:100%; height: 20px; border-collapse: collapse;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>																				
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Signature: _____		Date: _____																																									

-----FOR OFFICE USE ONLY-----

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NetID:	Drop Off <input type="checkbox"/> Pick Up <input type="checkbox"/>	SRO#:	Parent CW#:	Child CW#:
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