

Interdepartmental Transfer

For Hawk PC/Mac & Peripheral orders only

Do not use your own IDT #.
ITS will assign an IDT number. IDT#:

INFORMATION TECHNOLOGY SERVICES

<p>1. Type of Transaction: Transfer of Funds Date: _____</p>	<p>2. Name of Person to Receive Equipment: _____</p> <p style="text-align: right; color: red; font-size: small;">Person receiving equipment cannot authorize IDT.</p> <p style="text-align: right;">Building & Room #: _____ Ext: _____</p> <p style="text-align: right;">Department Receiving Equipment: _____ Org: _____</p>
<p>3. Department to be Charged: _____</p> <p style="text-align: right;">Department to be Credited: Information Technology Services/Hawk PC</p>	

4. From:			To:			
Fund or Org	Sub-Account	Account Title	Fund/Org	Sub-Account	Account Title	Amount
_____	_____	_____	3240	62960	Hawk PC	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Please Note: Extended warranties (4 years or more) and printers must be on separate lines. Everything else must go on one line.

Total: _____

<p>5. Explanation: Please write down what equipment/software that you will be purchasing. Please be specific & include amounts for each item. Do not attach anything to this IDT. Do not put instructions for setting up a PC in this area. Do not Highlight Items.</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	
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<p>6. Authorized Signature: _____ EXT: _____</p> <p style="text-align: center; color: red; font-size: small;">Person receiving equipment cannot authorize IDT.</p> <p>Print Authorized Name: _____ Date: _____</p> <p>IDT filled out By: _____ EXT: _____</p> <p>Accounting Approval: _____ Date: _____</p>	<p>This form is only to be used for purchasing Hawk PCs/Macs and peripherals.</p> <p>This form must be sent to ITS: CC-125 - Do not send to Accounting.</p> <p>If ordering a printer and a PC/MAC, please use a separate line for each item.</p> <p>For information about ordering a Hawk PC, please see its.hartford.edu</p> <p>Any IDTs received as NSF will be returned. All areas must be filled out.</p> <p style="text-align: right;">Date: _____</p> <p>ITS Authorization: (Aaron Truskoski)(Jeff Tamborello)</p>	<p style="color: blue; font-size: small;">ITS use only</p> <p style="text-align: center;">HelpStar #:</p> <hr/> <p style="text-align: center;">Requisition #:</p> <hr/> <p style="text-align: center; font-size: x-small;">INFORMATION TECHNOLOGY SERVICES</p> <p style="text-align: center;">7/14/15 AT</p>
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