



Items Requiring a Technology Request Form (TRF)

- All printers
 - Printer cartridges for labs purchased by TSS
 - Printer cartridges for offices (staff and faculty) are purchased by the division office and do not require a TRF
 - Contact Ray Morgan for the copier toner cartridges
 - All LCD projectors and bulbs
- Any technology purchases that exceed \$200. Including, but not limited to:
 - Cameras
 - USB (Flash) drives -10 or more
 - External hard drives
 - Computers
 - Monitors
 - PA systems
 - Speakers
- All software
- All hosted services
- Web presence
- Hardware devices that require network access