

MAC Request Form

Use one form for each proposed MAC DATE. Questions? Call 5555.

1. Complete a MAC Form in advance of any moves, adds, or changes.
2. Submit the signed MAC Form to the AIP Helpdesk for review.
3. Once approved by Technology, the AIP Helpdesk assigns a JOB #.
4. Confirmation of the MAC DATE is given via email by the AIP Helpdesk.
5. Staff should never move, add, or change EDMC equipment or configurations.
6. New hires require completion of a "New User Request Form" from HR.

MAC REQUESTED BY _____ **DEPT** _____

PROPOSED MAC DATE _____ **PHONE/EMAIL** _____

MAC REQUESTED:

Single Technology MAC (Select when one person has equipment changes.)
Requires 1 week advanced notice. May also require account activation and capital budgeting.
 Single Move = Move existing equipment for one person to another location within a dept.
 Single Add = Add new equipment for a new hire or for existing staff within a dept.
 Single Change = Change, upgrade or replace existing equipment for a person within a dept.

Multiple Technology MACs (Select for multiple people w/equipment changes.)
Requires 1 week advanced notice. May also require account activation and capital budgeting.
 Multiple Moves = Move existing equipment for two or more people within or across depts.
 Multiple Adds = Add new equipment for several new hires or existing staff at one time in a dept.
 Multiple Changes = Change, upgrade or replace equipment for people at one time in a dept.

Furniture MACs (Select when there is a furniture move, add or change involved.)
Requires 4 weeks minimum advanced notice. New furniture requires budgeting. Any change may involve power, networking, and other considerations.

What needs to be moved, added or changed? (List equipment or furniture and identify locations.)

Who is affected by the MAC? (Name, Dept, Phone.)

MAC APPROVAL:

Dept Supervisor _____ **Date** _____
HR _____ **(Required for new hires.) Date** _____
Facilities _____ **(If furniture is involved.) Date** _____
Tech Dept _____ **Date** _____

| JOB # | CONFIRMED MAC DATE | |
|--|--------------------|----------|
| START LOCATION | END LOCATION | |
| COMMENTS | | |
| <i>COMPLETION OF A FIXED ASSET TRACKING FORM IS REQUIRED FOR EACH MAC.</i> | | |
| CPU MODEL | S/N | EDMC TAG |
| MON MODEL | S/N | EDMC TAG |
| PHONE MODEL | S/N | EDMC TAG |
| OTHER | S/N | EDMC TAG |
| OTHER | S/N | EDMC TAG |