

## IT Committee Budget Request Notice for the 2021-2022 Academic Year

Augustana Faculty, Administration and Staff,

This is the time of year that we ask you to think about your technology needs for the 2021/22 academic year and to submit your requests to the IT Committee by **January 15, 2021**. This year, we will be using an online request form (no paper forms).

Requests will be reviewed by the IT Committee and you will be notified about the decisions in March. Actual equipment allocations begin in summer and are completed in the 2021/2022 fiscal year. See our [Technology Requests](http://www.augie.edu/technology-requests) page (<http://www.augie.edu/technology-requests>) for further details. Here are some things to keep in mind as you prepare your request:

- All funding requests for information technology should flow through this yearly process.
  - *All information technology purchases should be reviewed with IT even if they are not part of this yearly budget process.*
- Your IT Committee representative is your advocate and can help you determine what can be funded under the [IT Budget Request Guidelines](#). Requests must include the [IT Committee member](#) consulted.
- Be sure to speak with your department leadership to make sure that they understand your request. They may be consulted to provide a department priority ranking and should understand your request.

### Steps:

- Consult: an [IT Committee member](#); Sharon Gray, Instructional Technologist; or Cheryl Swanson, Help Desk Coordinator, to assist you in analyzing and determining your technology needs.
- Fill out the online request form before the **January 15 deadline**.
  - **Online Request Form:** <https://forms.gle/9xbs4QMcoQR3eMKm6>
  - Be sure you click Submit on the last page. You should see the message: Thank You. Your request has been recorded.
- The IT Committee will review the requests, and inform you of the status after our March meeting. Approved allocations are funded starting late summer 2021 and into the 2021/2022 fiscal year.

### How do you know if you should request a replacement computer?

**Laptops** - If you have a laptop with a silver Augustana tag number lower than 9041 (received in 2016 or earlier), you might want to consider asking for a replacement computer.

**Desktops** - If you have a desktop computer and can answer Yes to any of these statements, you should consider requesting a replacement computer:

- You have had your current system for 5 years or more
- The computer brand is Lenovo
- If your computer frequently locks up or shuts down on its own, takes over 5 minutes to start up, or you frequently spend time waiting for the computer to finish “thinking”

**Computer issues?** Please contact the Help Desk (5331). We are happy to take a look and can often get it working properly.

Additional information can be found at:

[Technology Requests site \(procedure, guidelines, supported systems\)](#)  
[IT Committee Members](#)

Thank you,  
Dan Drenkow (on behalf of the IT Committee)