

MANDATORY MAINTENANCE SERVER/EQUIPMENT CHANGE FORM

(PLEASE PRINT) District Name: _____

Requestor Name: _____

Contact Telephone: _____ Email: _____

Server/equip. details (manufacturer/model number): _____

Serial Number: _____

WNYRIC application on server: _____

Erie1 BOCES owned _____ or District owned _____

Requested date to be ADDED-UPDATED/REMOVED/REPLACED (choose one):

***** If updating, please indicate if warranty only server or if BOCES maintenance is also requested- check appropriate box(s)**
_____warranty _____BOCES maintenance

***** If replacing, please list which server it is replacing:** _____

***** If removing, you must select one of the following-**

1- **Server will be returned to WNYRIC/CIS by:** _____ **OR**

2- **NO VALUE form submitted:** _____ **OR**

3- **Other:** _____

Authorized District Signature: _____ DATE: _____

**PLEASE FAX SIGNED FORM TO WNYRIC Service Desk at #716-821-7394
OR EMAIL SERVICEDESK@E1B.ORG**

ADMINISTRATION USE ONLY:

MPN number: _____

Completed by: _____

LAN STC notified (via email) _____

Hardware Vendor list updated: _____

Mandatory maintenance participation report updated: _____

Budget Increase/Decrease letter sent: _____

CIS notified of removed servers (Warren Ristine) _____

Revised 1/2012