

Requisition for a Variance from the Standard Configuration

This document **MUST** accompany any requisition that deviates from the desktop/laptop standards as defined by the PC Standards Committee and approved by ITGC.

Departmental Requisition Number: _____

Name: _____

Department: _____ Phone: _____

Campus P.O. Box: _____ Date: _____

In the space below, please describe the reason(s) why a standard configuration will not meet your **software** needs. Provide any documentation from a vendor/manufacturer that substantiates the claim.

In the space below, please describe the reason(s) why a standard configuration will not meet your **hardware** needs. Provide any documentation from a vendor/manufacturer that substantiates the claim.

According to the PC Standards policy, this requisition and request for variance will be reviewed by the appropriate OIT staff. If there is not significant reasoning for the variance, the requisition will be sent back to the department with written explanation and a proposed alternative standard configuration. At that point, the department should consider the university standard or they can consider an appeal of the variance request.

For more information, please see the PC Standards Policy at <http://www.etsu.edu/oit/standards/policy.asp>