

Interdepartmental Transfer

INFORMATION TECHNOLOGY SERVICES

For Hawk PC orders only

Do not use your own IDT #.
ITS will assign an IDT number.

IDT#:

<p>1. Type of Transaction: Transfer of Funds Date: _____</p>	<p>2. Name of Person to Receive Equipment: _____</p> <p style="text-align: right; color: red; font-size: small;">Person receiving equipment cannot authorize IDT.</p>
<p>3. Department to be Charged: _____</p> <p>Department to be Credited: Information Technology Services/Hawk PC</p>	<p>Building & Room #: _____ Ext: _____</p> <p>Department Receiving Equipment: _____ Org: _____</p>

4. From:			To:			
Fund or Org	Sub-Account	Account Title	Fund/Org	Sub-Account	Account Title	Amount
_____	_____	_____	3240	62960	Hawk PC	_____
_____	_____	_____	3240	62960	Hawk PC	_____
_____	_____	_____	3240	62960	Hawk PC	_____
_____	_____	_____	3240	62960	Hawk PC	_____

Please Note: Extended warranties (4 years or more) and printers must be on separate lines. Everything else must go on one line.

Total: _____

5. Explanation: Please write down what equipment/software that you will be purchasing. Please be specific & include amounts for each item.
Do not attach anything to this IDT. Do not put instructions for setting up a PC in this area. Do not Highlight Items.

6. Authorized Signature: _____	EXT: _____
Print Authorized Name: _____	Date: _____
Person receiving equipment cannot authorize IDT.	
IDT filled out By: _____	EXT: _____
Accounting Approval: _____	Date: _____

- This form is **only** to be used for purchasing Hawk PCs equipment.
- This form must be sent to ITS: CC-125 or emailed to mahoward@hartford.edu - **Do not send it to Accounting.**
- Please use a separate line for each item. For information about ordering a Hawk PC, please see hartford.edu/hawk-pc Any IDTs received as NSF will be **returned**. All areas must be filled out.

Date: _____

ITS Authorization: (Matt Howard)

ITS use only
Service Desk# _____
PO# _____
INFORMATION TECHNOLOGY SERVICES
1/6/23 MFH