

COMPUTER OR WIRELESS REQUEST FORM
LDS EMPLOYMENT RESOURCE SERVICES

Requesting Center: _____

Date: _____

Number of Computers Requested: _____ **Requesting Wireless Router:** Yes No

Current Number of Official Authorized Computers: _____

Current Number of Donated or Un-authorized Computers: _____

General Guidelines

- The average daily number of members who have used the center computers in at least the past 6 months is documented. (Provide detailed documentation)
- Those attending workshops or other services are excluded as member traffic unless they used the computers.
- According to the guidelines, the average daily member traffic warrants an increase in the compliment of computers or wireless.
- Attempt has been made to meet the need by relocating computers within the area based on strategic criteria.
- Volunteer Centers Only: Consideration has been given to expand the operating hours of the center prior to requesting additional computers or wireless.
- I understand that the Welfare Finance Committee must approve this request before the request is sent for appropriations approval.
- The ERS Director or DTA/AWM concur with this request.

Signature _____ Date _____
Requesting Manager

Signature _____ Date _____
ERS Director or DTA