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## COMPUTER REPLACEMENT PROGRAM

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**ELIGIBILITY:** Faculty who are in good standing in their department are eligible to apply for a computer (desktop or laptop) replacement up to **\$1,550**. The funding will be approved only if the faculty member has not purchased a computer with start-up, research, FRAP or other funds (including Computer Replacement funds) any time in the last four years. The computer is to be used to fulfill teaching and administrative responsibilities. [See the A&S Website, <http://www.columbia.edu/cu/vpas/finance-ops-it/computing.html> for recommended hardware packages and links to the CUIT website and the Arts & Sciences Apple Store website.]

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Email: \_\_\_\_\_

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Have you purchased a computer (desktop or laptop) with any of the following in the **past 4 years** (academic calendar)?

	Yes	No
Computer Replacement Program..	<input type="checkbox"/>	<input type="checkbox"/>
FRAP.....	<input type="checkbox"/>	<input type="checkbox"/>
Research Account.....	<input type="checkbox"/>	<input type="checkbox"/>
Start-up funds.....	<input type="checkbox"/>	<input type="checkbox"/>

If you would like to purchase a computer that exceeds **\$1,550**, please indicate the funding source that will cover the discrepancy and the approximate amount to be charged (e.g. FRAP, Research Account, etc.):

Funding Source \_\_\_\_\_ Amount \$ \_\_\_\_\_

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\_\_\_\_\_  
Faculty Signature Date Printed Name

*I endorse this request and certify that it is in accordance with the Computer Replacement Program Guidelines.*

Kathy Maqsudi

\_\_\_\_\_  
Arts and Sciences Approval Date Printed Name

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Please scan and email this form to: Kathy Maqsudi – [KM3052@columbia.edu](mailto:KM3052@columbia.edu)

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For questions, please contact **Kathy Maqsudi – [KM3052@columbia.edu](mailto:KM3052@columbia.edu)**. We strongly encourage you to recycle your computers either at the Gateway Computer Laboratory or through the Clean and Go Green program. For more information, please contact [environment@columbia.edu](mailto:environment@columbia.edu). Faculty Desktop Support (<http://www.columbia.edu/cu/fds/>) can provide assistance in wiping clean the hard drive.