

TEXAS A&M UNIVERSITY-TEXARKANA

Personal Computer Specification  
Exception Justification

Date of Request: \_\_\_\_\_

College or Department: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Extension #: \_\_\_\_\_

Budget Source Account: \_\_\_\_\_

Equipment User: \_\_\_\_\_

Exception(s) requested:

Laptop - Justification for a laptop computer in place of a standard workstation must specifically address the job responsibilities which require the portability of a laptop.

Exception(s) to standard workstation -

\_\_\_\_\_  
\_\_\_\_\_

Justification: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Justification Denied:

Justification Approved:

\_\_\_\_\_  
Vice President for \_\_\_\_\_

\_\_\_\_\_  
Vice President for \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_