CTEP—Computer Request Application for Organizations

The DePauw University Community Technology Enhancement Program (CTEP) is a DePauw University-affiliated program that aims to address the inequities of a growing digital divide in the greater Putnam County region. CTEP invites organizations with 501(c)(3) status and a community mission as well as accredited educational institutions to apply to receive computers through our program. As a Microsoft Registered Refurbisher, CTEP machines normally include a licensed version of Microsoft Windows 7 Professional. In order to pay for these licenses and other hardware upgrades, CTEP charges a $10 fee per machine to qualified organizations. These machines include a monitor, keyboard, mouse, and all necessary cables and carry a 9-month limited service warranty, where CTEP will repair or replace faulty parts, subject to the availability of CTEP staff. If adequate parts are not available, CTEP will replace the machine, but not necessarily upgrade it due to availability of equipment.

CTEP reserves the right to reject applications on the basis of eligibility and current supply. Please be advised that by policy, applicants may receive machines only once every three years. If your application is approved, CTEP will contact you by phone or e-mail to arrange a time for pick-up at our office. Please be aware that CTEP is a student-run program and is therefore subject to irregular office hours and is closed during school holidays. **We are running during the summer of 2013.** You are welcome to call, but do leave a voicemail with complete information so that we may get back to you.

1. **Contact Information:**

Organization Name:

Mailing Address:

Contact Name:

Phone: ( )

E-mail Address:

Preferred Method of Communication (circle one): a) E-mail b) Phone

1. **Eligibility Information:**

Please answer the following questions to assist us in processing your request.

1. EIN Number or County-District-School Code Number:

Place checkmarks in the applicable boxes.

2. My organization has non-profit tax exempt status as defined in Section 501(c)(3) of the Internal Revenue Code.\* We serve a mission to benefit the local community.

a) We are also a religious organization, but we have a secular community mission. \* Non-profit organizations must provide a copy of their 501(c)(3) letter.

3. My organization is a public or private nonprofit K-12 school or community college.\*

\*Please provide proof of your institution’s accreditation.

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5. Please provide a brief description of your need for equipment and how it will be put to use. Be as specific as possible.

1. **Equipment Information**

While our available equipment is based strictly on what has been donated to CTEP, we try to match machines to applicants’ needs when possible. Please answer the following questions to help us best distribute our equipment.

6) How many computers do you request?

7) All CTEP desktops can be connected to high-speed internet but have no wireless capabilities. Please check if you require an internal 56k modem:

8) CTEP ***occasionally***has older laptop computers or various accessories and parts available. If you feel any of these are necessary, please list what you request with a detailed explanation of how they’d be useful to you.

9) Check here if you plan to install your own operating system or image and do not wish to have a licensed OS on your machines.

(Please note that the $10 fee still applies for machines without an operating system.)

I attest that the above information and any documentation provided are true and accurate. I understand that the information, if misrepresented or incomplete, may be grounds for the application’s rejection.

Signature: Date:

**Please photocopy your validating documents and mail this application to:**

DePauw University Community Technology Enhancement Program

131 Julian

602 S. College Ave.

Greencastle, IN 46135