

Antenna Installation Request for Vendors

(Please download, complete, print, and sign the request; and send it to Communications Services.)

Today's Date:

Your Name, Business, Address, and Telephone Number:

Antenna Function (What programmatic function requires this antenna?):

To what Bandwidth or Frequency do you need access?

Antenna Description:

(In addition to completing the appropriate section(s) below, please attach the manufacturer's literature and product description to your request.)

➤ **Ground Plane** ____ Vertical Height ____ Horizontal Width ____

➤ **Whip** ____ Vertical Height Above Roof ____

Is a mast proposed for use with the whip? Yes ____ No ____

If yes, state height, and mast construction material (wood, metal, fiberglass, etc.)

➤ **Long wire** ____ Length ____ Height Of Mast ____

State mast construction material (wood, metal, fiberglass, etc.)

➤ **Dish** ____ Diameter ____ Height (including mount) ____

State dish construction material (metal, mesh or solid, fiberglass, etc.)

State method for mounting transponder (single mast, three point, etc.)

What is the location proposed for the antenna? (Describe with reference to N-S, E-W)

How long will the antenna be required? From (Month/Year)____ To (Month/Year)____

University (BA/RC) Account Number: _____

(To be charged for the review process *regardless* of approval; and, for license(s), as appropriate, installation, maintenance, removal, and facility restoration if the request to install an antenna is approved. By signing this form you commit to paying the charges against this account for these purposes.)

I approve the expenditure of funds for the purposes described: _____
(Authorized Signature)

Print Name of the delegated official authorizing the expenditure of funds: _____

If the request is approved an authorized contract also is required. Contact Randy Stoskopf, 893-3001.