

1. EDUCATIONAL INSTITUTION:

NAME -----

ADDRESS -----

PHONE -----

2. APPROXIMATE SIZE OF STUDENT POPULATION (FTE OR HEAD COUNT): -----

3. APPROXIMATE TOTAL NUMBER OF EMPLOYEES OF INSTITUTION: -----

4. DOES THE INSTITUTION HAVE OR HAVE ACCESS  
TO A DATA PROCESSING INSTALLATION? YES \_\_\_\_ NO \_\_\_\_

IF USING DATA PROCESSING FACILITIES NOT OWNED OR LEASED  
BY THE EDUCATIONAL INSTITUTION, PLEASE EXPLAIN:

5. NAME AND TITLE OF HEAD OF DATA PROCESSING INSTALLATION:  
(IF NO DATA PROCESSING, NAME AND TITLE TO RECEIVE SURVEY RESULTS)

6. TITLE OF DATA PROCESSING MANAGER'S IMMEDIATE SUPERIOR:

7. ANNUAL DATA PROCESSING BUDGET:

HARDWARE -----

PERSONNEL -----

PAPER/FORMS -----

SOFTWARE -----

OTHER -----

TOTAL -----

8. OPERATIONS:

NUMBER OF SHIFTS \_\_\_\_ HOURS/WEEK \_\_\_\_ DAYS/WEEK \_\_\_\_

9. DATA PROCESSING EQUIPMENT:

LINE NO.	DEVICE	NMBR OF MACHINES	VENDOR (MAKE)	MODEL/ NUMBER	OWN/ LEASE	-----CPU ONLY----- MEMORY(K) HRS/MTH
1						
2						
3						
4						
5						
6						
7						
8	COMPUTER	-----	-----	-----	-----	-----
9						
10	TELEPROCESSING					
11	HARD-COPY					
12	TERMINAL	-----	-----	-----	-----	-----
13						
14	TELEPROCESSING					
15	CRT	-----	-----	-----	-----	-----
16						
17	TAPE DRIVE	-----	-----	-----	-----	-----
18						
19	DISK DRIVE	-----	-----	-----	-----	-----
20						
21	CARD READER	-----	-----	-----	-----	CPM -----
22						
23	CARD PUNCH	-----	-----	-----	-----	CPM -----
24						
25	PRINTER	-----	-----	-----	-----	LPM -----
26						
27	KEY ENTRY	-----	-----	-----	-----	-----
28						
29	OPTICAL SCANNER	-----	-----	-----	-----	-----
30						
31	OTHER					
32						
33	-----	-----	-----	-----	-----	-----
34						
35	-----	-----	-----	-----	-----	-----
36						
37	-----	-----	-----	-----	-----	-----
38						
39	-----	-----	-----	-----	-----	-----
40						
41	-----	-----	-----	-----	-----	-----
42						
43	-----	-----	-----	-----	-----	-----
44						
45	-----	-----	-----	-----	-----	-----
46						
47	-----	-----	-----	-----	-----	-----
48						
49						
50						
51						
52						
53						
54						
55						
56						
57						

10. SOFTWARE:

SYSTEM SOFTWARE:

OPERATING SYSTEM \_\_\_\_\_  
 TELEPROCESSING MONITOR \_\_\_\_\_  
 OTHER MONITOR SOFTWARE \_\_\_\_\_  
 COMPILERS \_\_\_\_\_  
 UTILITY SOFTWARE \_\_\_\_\_  
 SPOOLER \_\_\_\_\_  
 JOB ACCOUNTING \_\_\_\_\_  
 OTHER \_\_\_\_\_

USER WRITTEN APPLICATIONS:

==CURRENTLY==

BATCH TP USED PLANNED DESCRIPTION/REMARKS

	BATCH	TP	USED	PLANNED	DESCRIPTION/REMARKS
PAYROLL	---	---	---	---	-----
ACCTS PAYABLE	---	---	---	---	-----
ACCTS RECVABLE	---	---	---	---	-----
GENERAL LEDGER	---	---	---	---	-----
COST ACCOUNTING	---	---	---	---	-----
FINANCIAL ACCTG	---	---	---	---	-----
INVENTORY	---	---	---	---	-----
FOOD SERVICE	---	---	---	---	-----
MAINTENANCE	---	---	---	---	-----
PERSONNEL	---	---	---	---	-----
TRANSPORTATION	---	---	---	---	-----
FTE (STUDENTS)	---	---	---	---	-----
STUDENT RECORDS	---	---	---	---	-----
ATTENDANCE	---	---	---	---	-----



