

Computer Equipment Order Request Form

1. Using your keyboard, enter the information requested below.
2. Click on the print button to display your print dialog box and print form.
3. Fax this sheet, along with the approved quote, to: 2-2300 attention Dianne Bloom.

Note: All information requested below is required to process your order.

Requester Name _____ E-mail address _____

Department _____ Phone _____

Requester's Office Location: _____

Requester's Signature _____ Date _____

Dept Cost Ctr (DCC) _____ OR Grant/Project ID # _____

User Name _____ System Location _____

Order Part # / Quote # _____

For new computer/printer orders, Returning Asset ID number is required!

Returning Asset ID # _____

What will equipment be used for?

Printed Name of Director, Department Chair or Dean: _____

Director/Chair/Dean Signature: _____ Date _____

You will receive an email confirmation of your order. Incomplete forms will **not** be processed.

Ticket # _____ (internal use only)