

Computer Equipment Request Form

Minimum requirements are highlighted in Red

Name of Requestor:		Date:	
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Current Hardware

What is your current computer hardware?

<input type="checkbox"/>	Dell PC	<input type="checkbox"/>	Dell Laptop	<input type="checkbox"/>	iMac	<input type="checkbox"/>	MacBook Pro Laptop
<input type="checkbox"/>	Other Equipment: Please be Specific						

Has an IT person/department looked at your old computer recently?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	I do not currently have a computer
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Why are you seeking new computer hardware? (check all that apply)

<input type="checkbox"/>	My computer no longer works at all.	<input type="checkbox"/>	My computer runs very slow.
<input type="checkbox"/>	My computer is outdated and cannot be upgraded	<input type="checkbox"/>	I need portability.
<input type="checkbox"/>	I need something more powerful for research, instruction, etc.		
<input type="checkbox"/>	Other:		

New Hardware Requirements

What type of computer are you requesting?

<input type="checkbox"/>	Dell Desktop	<input type="checkbox"/>	Dell Laptop	<input type="checkbox"/>	iMac	<input type="checkbox"/>	Mac Laptop
<input type="checkbox"/>	Other Equipment:						

What will you primarily use this computer for? (email, documents, edit audio, edit video, instruction, etc.)

List any other request that you require or prefer. (monitor/screen size, memory size, software, accessories, etc.)

Purchasing Information

Have you looked at pricing options for your future hardware?

Yes No If Yes, how much do you expect to spend?

How do you plan to purchase this hardware?

I will use my professorship.

I have a foundation/state account I can use at my discretion.

I do not know.

Funds requested from principal, director, or assistant

superintendent

Other source of funding:

Account number using for purchase:

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SHIPPING INFORMATION:

	YES	NO	APPROVED BY
SHIP TO HIGH SCHOOL FOR TAGGING			
SHIP TO ADMIN FOR TAGGING			

**After choosing Ship to Option Please Choose from the following below:
Final Destination:**

Final Destination	Attention
Administration Building	
Atlantic City High School	
Brighton Ave School	
Chelsea Heights School	
Richmond Ave School	
Texas Ave School	
Dr. MLK School Complex	
Pennsylvania Ave School	
Sovereign Ave School	
New York Ave School	
Uptown School Complex	
Venice Park School	

Your Signature is Required No Requests Will Be Considered Unless Completed:

Printed Name/Location	Signature

Signature Authority/Professorship Holder

Signature Authority (more than one account)

(Submit forms to Peggie Davis, Data . All forms should be submitted to the appropriate signature authority prior to the Data Center)

Requisition Number: _____

FOR OFFICE USE ONLY:
Purchase Order: _____

Date: _____