

# COMPUTER REQUEST FORM

FOR ALL DELL AND APPLE REQUESTS

Southern Illinois University  
Carbondale, Illinois

(For IT - Business Use Only)

Transaction #:

(Please refer to this number on all  
correspondence related to this transaction.)

## Instructions:

All fields are required.

Signed, completed request form should be forwarded to the OIT Department for approval and processing *with* a saved E-quote/Web Proposal.  
ALL Apple orders must include a Letter of Justification. Upon approval, the order will be filled. Send via email to it-biz@siu.edu or fax 453-3000.

IMPORTANT: Delivery discrepancies **MUST** be reported to within 30 days of the invoice date.

Note: To dispose of an old computer, inventory should be transferred to the Office of Information Technology Department for hard drive destruction.

\* The Budget Purpose provided below for overage will be billed through P-Card System by the OIT Department.

\* Orders funded by grants MUST be approved by Grant Accounting at the Office of Sponsored Projects Administration prior to submission.

\* Transaction Number and required Asset Tagging information will be entered in the appropriate fields within the P-Card System.

## Charge Account Information

Budget Purpose	Dept. Act. 1 (if applicable)	Dept. Act. 2 (if applicable)	Object Code	Over-Riding Object Code (if applicable)	Dollar Amount	Fiscal Officer (or Delegate) Signature (Signature authorizes P-Card Transaction)	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	4420	<input type="text"/>	<input type="text"/>		<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	4420	<input type="text"/>	<input type="text"/>		<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	4420	<input type="text"/>	<input type="text"/>		<input type="text"/>

Vice Chancellor approval/signature is required  
for orders with totals of \$10,000 or more.

Chancellor approval/signature is required  
for orders with totals of \$100,000 or more.

Vice Chancellor Signature

Date

Chancellor Signature

Date

Date:

Total Price:

E-Quote or Web  
Proposal #:

For IT Use Only:

New Total  
Price:

New E-Quote or  
Web Proposal #:

Brief Description:

School of:

Program/Department:

Requestor Name:

E-mail:

Contact Person:

For Further Questions

E-mail:

Acct Person:

For Receipts/Invoices

E-mail:

### BRM Contact

This is your local technical person or team  
who you call if you need help with  
technology-related issues.

Delivery Address - Building Name & Room#:

End User Office Location - Bldg# & Room#:

Required for Inventory Tracking

Assign to Unit#: