

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.

This form is valid for orders UNDER \$100,000.00. All orders \$100,000.00 or more must be completed on a Purchase Requisition

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 the [Grant Assignee](#) in 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"/>

OSPA Use Only - All grant funded orders require OSPA approval.

Is this grant associated with federal funding? Yes No

OSPA Grant Assignee Approval Signature

Date

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

Chancellor approval/signature is required for direct report units with order totals of \$10,000 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#: