



New Work Station Purchase Request Form

Employee Name or Position: _____ Date: _____

Department: _____ Date Needed By: _____

Computer Specifications:

CPU: Tower Desk Top Lap Top Docking Station

Monitor: 22" 24" 26" 28"

Comment/Question: _____

Front USB Ports: 4 6

Mouse and Keyboard: Standard Other _____

Speakers: On Board On Monitor Stand Alone

Printer: Yes No DeskJet Laser

Regular Copy Scan Color All

Any special software: Yes No

Specify software _____

Email: Yes No Current SIT email: _____

Battery Backup: Yes No

Other equipment needed / Comments: (Phones, etc.)

If out of stock is it okay to order a different model? Yes No

P.O. #: _____ Field Order # if \$500 less: _____

Requested By: _____