

7 COMPUTER EQUIPMENT PURCHASE REQUEST FORM

Employee Name & Mobile Number		Bureau	Date
Type of Request (Check one)	Replacement		
	New		

Standard Computer Equipment Requested		
Equipment	Check	List Any Specific Requirements
Desktop		
Tablet		
Laptop		
Other		
Justification <i>(Include information about how the equipment will be used and by whom.)</i>		

Software Requested	
Description	
Justification <i>(Include information about how the software will be used and by whom.)</i>	

Computer Equipment to be Assigned To	
Name	
Location	

Computer Equipment to be Replaced	
MDWFP Property #	
Currently assigned to	

Accounting Codes For This Purchase				
Funding Type	Federal	Non Federal	Disaster	COE
Magic Cost Center				
Magic NIGP Code				
Division/Bureau				
Grant Project # (if applicable)				