



Computer Equipment Quote Request Form

Requester Name _____

Requester Department _____

Type of equipment

Computer____ Monitor____ Laptop____ Server____ Computer Ram____ CD____ DVD____

Smartboard____ Hard drive____ Power supply____ Phone____ Fax Machine____

Printer____ Printer parts____ Other_____

Justification for equipment to be ordered

Request Approved _____

Request Not Approved _____

Department Supervisor _____

Request Approved _____

Request Not Approved _____

Funding Program Director _____

Request Approved _____

Request Not Approved _____

Superintendent _____