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**IT Equipment Request Form**

This form is used to request the purchase of IT Equipment. The form must be completed (Block Capitals) by the requesting user and budget holder and forwarded to your local ICT Helpdesk (ICT Directorate).

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Requestor Details** | | | | | | | | | | | | | |
| **First Name:** | | | | | **Last Name:** | | | | | | **Personnel No:** | | |
| **Grade / Job Title:** | | | | | **eMail Address:** | | | | | | **Phone Number:** | | |
| **Department:** | | | | | **Full Address:** | | | | | | | | |
| **Logon User Name:** | | | | |
| **Alternative Contact** | | | | | | | | | | | | | |
| **Name:** | | | | **Phone Number:** | | | | **eMail Address:** | | | | | |
| **Reason / Business Purpose** | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **Equipment Required** | | | | | | | | | | | | | |
| **Asset Tag of Computer requiring IT Equipment:** | | | | | | **Network Point Number** | | | | | | | |
| **\*** | **Desktop PC** | **Qty:** | **❑ Standard Image ❑ NIMIS Image** | | | | | | **Item Cost:** | | | **€ (Excl VAT)** |  |
| **\*** | **Laptop** | **Qty:** | **❑ Standard Image ❑ NIMIS Image** | | | | | | **Item Cost:** | | | **€ (Excl VAT)** |  |
|  | **Docking Station:** | **Qty:** |  | | | | | | **Item Cost:** | | | **€ (Excl VAT)** |  |
|  | **Monitor:** | **Qty:** | **❑Height Adjustable ❑ Other** | | | | | | **Item Cost:** | | | **€ (Excl VAT)** |  |
|  | **Keyboard/Mouse:** | **Qty:** |  | | | | | | **Item Cost:** | | | **€ (Excl VAT)** |  |
|  | **Mono Printer:** | **Qty:** | **❑ Standard Model ❑ High Volume Model** | | | | | | **Item Cost:** | | | **€ (Excl VAT)** |  |
|  | **Colour Printer:** | **Qty:** | **❑ Standard Model ❑ High Volume Model** | | | | | | **Item Cost:** | | | **€ (Excl VAT)** |  |
|  | **Scanner:** | **Qty:** | **❑ Low Volume ❑ Medium Volume ❑ High Volume** | | | | | | **Item Cost:** | | | **€ (Excl VAT)** |  |
| **\*** | **For new Pc/Laptop: please list current printer make/model** | | | | | |  | | | | | |  |
|  | | | | | | | | | **Total:** | | | **€ (Excl VAT)** |
| **Approval and Cost Code** | | | | | | | | | | | | | |
| **Department Cost Code:** | |  | | | | | | | | | | | |
| **Budget Holder Name:** | | | | | **Budget Holder Signature:** | | | | | **Date:** | | | |
| **Signature of RDPI or Assistant National Director:** | | | | | | | | | |  | | | |

**Incomplete forms will be returned to sender**