**Please complete the form below and send this request to** [**HCCPurchasingForms@upmc.edu**](mailto:HCCPurchasingForms@upmc.edu)

Faculty Name: Click here to enter text. Today’s Date: Click here to enter a date.

Technical Contact: Click here to enter text. Date needed: Click here to enter a date.

Account #: PITT Acct #: Click here to enter text.

PITT Acct #: Click here to enter text.

UPMC Acct #: **UPCI0**- Click here to enter text.

UPMC Acct #: **UPCI0**- Click here to enter text.

**Method of allocation**: Include why the cost is being allocated as indicated above, how method of allocation relates to the cost, and how allocation relates to the benefit received on each project.

Click here to enter text.

**Dell Computers:**

Dell PC Desktop: Choose an item. Choose an item.

Monitor: Choose an item. Choose an item.

Dell PC Laptop: Choose an item. Choose an item.

Laptop Accessories: Choose an item. Choose an item.

Choose an item. Click or tap here to enter text.

**Apple computers: Attached quote is required.**

Apple Desktop: Choose an item. Choose an item.

Apple Laptop: Choose an item. Choose an item.

Apple iPad: Choose an item. Choose an item.

Other: Choose an item. Click here to enter text.

**Is this a request for additional devices?** Choose an item.

**If Yes, (i.e. new staff, expanded access, workload, etc.):** Click here to enter text.

**User(s) to receive equipment:** Click here to enter text.

Total Hardware cost: $ Click here to enter text.

**Software** (all PCs include Office 2016) License count will match above.

Office 2016 ☒ Endnote $50  Adobe Acrobat $50/yr

Other: Click here to enter text.

Total Software Cost: $ Click here to enter text.

Total Cost: $ Click here to enter text.

**For Office Use Only:**

Fiscal approval

Confirm accounts and funding