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

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

**Date needed**: Click here to enter a date.

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

**Contact Name**: Click or tap here to enter text.

**Contact Email**: Click or tap here to enter text. **Contact Phone**: Click or tap here to enter text.

**Building**: Choose an item. Click or tap here to enter text. **Room**: Click or tap here to enter text.

**IT Contact**: Click here to enter text.

**Network**: Choose an item. **Data Port**: Click or tap here to enter text. **Building Quadrant**: Choose an item.

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

UPMC Acct #: **UPCI0**- 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? Yes, additional device**

**If Yes, (i.e. new staff, expanded access, workload, etc.): Need a dedicated desktop and monitor for the new MS/HPLC equipment.**

Total Hardware cost: $ Click here to enter text.

**Software** (Software licenses and pricing dependent on Network.)

Office 2016 ☒ Endnote  Adobe Acrobat

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:

IT reviewer: Click here to enter text. Date: Click here to enter a date.

Fiscal Approver: Click here to enter text. Date: Click here to enter a date.

UPCI Approver: Click here to enter text. Date: Click here to enter a date.

Ordering:

Software purchaser: Click here to enter text. Date: Click here to enter a date.

PC purchaser: Click here to enter text. Date: Click here to enter a date.

Notes: