**Please complete the form below and send this request to** **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: