REQUEST FOR ADP EQUIPMENT / SUPPLIES / SERVICES

Requisition No.	Tracking No.	Funding Type	Job Order No.	Request Date
		OPN ☐ O&MN ☐ Reimb ☐		

Requestor: Name/Code Phone No.	Approved AIS? Yes ☐ No ☐ (If Yes, AIS Name)	Date Required POC for Shipment/Repair Name
Suggested Vendor (One Vendor per Request) Name Address Phone No. GSA Contract/ Schedule No.	Type of Req / EE M - Rentals ☐ P - Equip Maint ☐ P - One Time Repair ☐ Q - Purch. Services ☐ T - Parts ☐ T - Software ☐ T - Consumables ☐ W - Equipment ☐ W - Furniture ☐ Y - Printing ☐ Other ☐	Phone No. Ship to Location Mail Invoices to

Justification (Mandatory)

Schedule of Supplies/Services to be Procured (attach additional page(s), if required)

Item No.	Model Number Description	Qty	Unit Price	Extended Cost
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00

If microcomputer components, give Make/Model of machine being augmented

Total Cost $0.00

ACTR Approval	Signature/Date	Div/Dept Head/Spec Asst	Signature/Date

FOR USE BY MANAGEMENT INFORMATION SYSTEMS DEPARTMENT (MISD) PERSONNEL ONLY

Department Head/Deputy

Approved ☐ Disapproved ☐ On Hold ☐

Comments

Configuration Management

Configured by _____

Date Received _____

Approved by _____

Specifications Attached? Yes ☐ No ☐

Date Out _____

Date _____

NETPDTC 5230/13 (Rev. 07/03)

RESET

EMAIL TO:

REQUEST FOR ADP EQUIPMENT / SUPPLIES / SERVICES (Continuation Sheet)

Schedule of Supplies/Services to be Procured (attach additional page(s), if required)

Item No.	Description	Part No.	Qty	Unit Price	Extended Cost
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
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					$0.00
					$0.00
					$0.00

RESET

EMAIL TO: