

Following HOS Approval please fax to xtn.17907

**The Faculty of Education & Arts**

**REQUEST FOR PURCHASE – COMPUTER EQUIPMENT**

See [University PC Specification & recommended suppliers](#)  
and [Faculty of Education & Arts Personal Computer \(PC\) Purchase Policy](#)  
School of \_\_\_\_\_

**Please Note: The Faculty retain stock for staff that meets University PC specifications**

Request for Faculty to provide new PC EX Stock? Yes  (Complete **Part A Only**)

No  (Complete **Parts A & B**)

Contact to be made with USD (x17000) for Written/Email Recommendation  
**Which is to be attached before approval process commenced**

*Note: Current University Policy provides that Computer/Other Equipment  
must be leased, not purchased outright*

**PART A**

Details of Request: \_\_\_\_\_  
\_\_\_\_\_

Requested by: \_\_\_\_\_

Phone No: \_\_\_\_\_ Fax: \_\_\_\_\_

Delivery Point: \_\_\_\_\_

Head of School Approval: \_\_\_\_\_ Date: \_\_\_\_\_

PVC ED. & Arts Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**PART B:**

Justification for Purchase: \_\_\_\_\_  
\_\_\_\_\_

Supplier: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cost: \_\_\_\_\_ Quotes Attached: Yes/No

Cost Centre: \_\_\_\_\_ (ie. 46x xxxx xxxx)

[IT ASSET Registration](#) - **must** be completed upon delivery, installation and data cleaning of **ALL** IT equipment  
together with [Equipment Write Off Form](#) for obsolete equipment to be removed by Store.

**OFFICE USE ONLY:**

Funding Approval (as required): \_\_\_\_\_ Date: \_\_\_\_\_  
*ie. Recurrent funds*