IT Equipment Request Form

Office:_____   Date Requested:_____

Requested By:_____   Date Needed:_____/_____/_____

Ordered by:_____Date Ordered:_____/_____/_____

COMPLETE THE FORM WITH DETAILED INFORMATION SUCH AS INTENDED USE AND SPECIFICATIONS. IF YOU HAVE ALLOCATED MONEY IN YOUR BUDGET PUT THAT IN THE BUDGET COLUMN. IF YOU HAVEN'T ALLOCATED MONEY THEN THE REQUEST WILL REQUIRE APPROVAL FROM YOUR REGIONAL LEADERSHIP. PLEASE ALLOW 4-6 WEEKS FOR COMPUTER REQUESTS.

SEND THE COMPLETED FORM TO: helpdesk@acuitytc.com

DESCRIPTION OF ITEM	BUDGET AMOUNT	AMOUNT	ITEM ORDERED FROM
		INTERNAL USE ONLY	INTERNAL USE ONLY