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Hardware Requisition Form

(You may type the required information in this form and print it or you may print this form and handwrite the required information.)

Name:

Date:

Program:

Email:

School:

Phone No:

- *List specifically what type of hardware you are requesting – be as detailed as possible with your description.*
- *Please explain the rationale behind this request. Again, be as detailed as possible. List who will use the hardware, why current hardware in use does not meet your needs, etc.*
- *List the hardware specifics of your current computer.*
- *All requests will be reviewed by the Director to determine if funds are available.*

Description of Requested Equipment:

Rationale:

Current Computer Model:

Number of years you have had this computer:

(listed on the front of your computer box)

Operating System: Windows 98/ME

Windows XP

Installed Memory (RAM):

(Desk Top: right click on "My Computer," left click on "Properties," RAM is in the bottom right corner of page.)

Please give the completed Requisition Form to your Administrator for SOWIC approval.

(Program Administrator Approval)

(Date)

(Executive Director Approval)

(Date)