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|  | University of New Orleans  Information Technology |

***Computer Systems Purchase***

The University of New Orleans has established a standardized configuration for laptops and desktops to fit the needs of individuals and departments on campus. The University Information technology department is responsible for providing the UNO community with computer system recommendations that will provide a secure and stable networking environment that adhere to state guidelines. To process your computer system purchase, please complete the information below, attach it and send it to [desktopsupport@uno.edu](mailto:desktopsupport@uno.edu) with applicable quotes attached. For general equipment guidelines, please visit <http://www.uno.edu/ucc/computer-purchasing-directive.aspx>. For the list of recommended specifications, please visit <http://www.uno.edu/ucc/purchasing-equipment.aspx>. **Please email this completed form to** [**desktopsupport@uno.edu**](mailto:desktopsupport@uno.edu)

## Contact Information

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name: | |  | | |  | |  | |
|  | |  | | | First | | M.I. | |
| Department | |  | | | | |  | |
|  | |  | | | | |  | |
| UNO Phone: | |  | | Alternate Phone: | |  | | |
| Email | | @uno.edu | |  | | | | |  | |  |  |

## Equipment Information

Type of computer equipment Choose an item.

Number of systems Select Tier Choose an item.

This equipment will be used Choose an item. Funds Choose an item.

Is this purchase replacing old equipment? Choose an item.

If you answered YES and are replacing equipment, please include the information below. If you are submitting several purchase requests, use the **Other Information** section below to include the information for each of the systems you are replacing.

Model       Brand Click here to enter text. Serial # Click here to enter text. UNO Tag# Click here to enter text.

Inventory custodian certifies no other equipment available for this function

Dean/Chair/Department head approves function and funds

## Other Information

If you are not using the pre-approved tier quotes, or if the system(s) price exceeds the tier prices, please use the space below to explain. Also use the space provided to include any other comment or information to support the purchase.

## IT Only