

Acquisition of Computer Equipment Form

For the purchase of computer assets, you are required to fill in this form.

Requestor: _____ **Request Date:** _____

Department / Section: _____ **Extension:** _____

Reason

- New Staff [Full Name of Asset's Owner] _____
- Replacement [IT Code of Old Equipment] _____ [User Name] _____ [Recommended by] _____
Name of IT Support Staff
- Upgrade [IT Code of Equipment] _____ [User Name] _____ [Recommended by] _____
Name of IT Support Staff
- Others _____

Equipment

Computer	<input type="checkbox"/> Desktop PC					Quantity	
	<input type="checkbox"/> Notebook						
	<input type="checkbox"/> Server						
	<input type="checkbox"/> Others _____						
	Use for:	<input type="radio"/> Word Processing	<input type="radio"/> Graphic & Design	<input type="radio"/> Others _____			
Accessories	<input type="checkbox"/> LCD Monitor	<input type="radio"/> 17"	<input type="radio"/> 19"	<input type="radio"/> Others _____			
	<input type="checkbox"/> Printer	<input type="radio"/> Color	<input type="radio"/> Monochrome	<input type="radio"/> Network	<input type="radio"/> Others _____		
	<input type="checkbox"/> Scanner	<input type="radio"/> A4	<input type="radio"/> A3				
	<input type="checkbox"/> All in Ones	<input type="radio"/> USB	<input type="radio"/> Network				
	[Photocopier / Printer / Scanner / Fax]						
	<input type="checkbox"/> Ext. Hard disk	<input type="radio"/> USB	<input type="radio"/> Firewire 1394	_____	GB / TB		
	<input type="checkbox"/> Ext. DVD RW						
	<input type="checkbox"/> Writing Pad						
	<input type="checkbox"/> Card Reader						
	<input type="checkbox"/> Others _____						
Hardware Parts	<input type="checkbox"/> Int. Hard disk	_____	GB / TB	IT Code of Parent Computer	[_____]		
	<input type="checkbox"/> RAM	_____	MB / GB		[_____]		
	<input type="checkbox"/> Power Supply				[_____]		
	<input type="checkbox"/> _____	Card			[_____]		
	<input type="checkbox"/> Others _____				[_____]		
Software				Trad Chi / Eng	[_____]		
				Trad Chi / Eng	[_____]		
				Trad Chi / Eng	[_____]		

For IT Dept. Office Use Only		
Received Date _____	Endorsed By _____	Completion Date _____