



# Computer Equipment Procurement

Need help? Call 501.916.3011 or email [itservices-help@ualr.edu](mailto:itservices-help@ualr.edu).

## Primary Contact

Full Name \_\_\_\_\_  
(First, middle, and last name)

ID Number \_\_\_\_\_  
(UALR ID)

Email \_\_\_\_\_  
(@ualr.edu only)

Organizational Unit \_\_\_\_\_

Phone \_\_\_\_\_

Job Title \_\_\_\_\_

## Purchase

Estimated Cost \_\_\_\_\_

Requisition Number \_\_\_\_\_

## Request

### Equipment Description (attach detailed quote)

(include any special requirements such as functionality, maintenance, or additional hardware)

### Primary Use (select one)

- Basic (general productivity)
- Advanced (graphics, video)
- Server
- Other (list primary application or software package): \_\_\_\_\_

### Additional Contacts

(list people to be notified when this request is processed)

Quote prepared by \_\_\_\_\_  
(leave blank if same as Primary Contact)

Requisition Approver Signature

UALR ID

Date