

PURCHASE/ UPGRADE APPLICATION FORM

1. PERSONAL DETAILS

Family name:	First Name:	Job Title:
Department & Tel number:		

2. Service Selection

Purchase A Machine Upgrade A Machine (Purchase Parts)
PLEASE, COMPLETE SECTION 3.a or 3.b THAT MATCHES YOUR REQUEST

3. a . Purchase a Machine

Machine type: <input type="checkbox"/> PC <input type="checkbox"/> printer <input type="checkbox"/> Laptop <input type="checkbox"/> Scanner →	Other machines: Please place quantity next to machine type, if not 1
Machine will be used in:	List of users on the machine:
Budget Name:	اسم الحساب \ المشروع Account Number: رقم المشروع
Notes:	
Head of Department Signature:	Date:

3.b. Upgrade a Machine (Purchase Parts)

Part type: <input type="checkbox"/> Hard Disk <input type="checkbox"/> CD-writer <input type="checkbox"/> RAM <input type="checkbox"/> Motherboard →	Other parts: Please place quantity next to machine type, if not 1
Machine's code number: × IGNORE THIS FIELD	List of users on the machine:
Budget Name:	اسم الحساب \ المشروع Account Number: رقم المشروع
Notes:	
Head of Department Signature:	Date:

4. Computer Center Use Only

Computer Center Comments:	Estimate Cost:
Director's Signature: Technical Specialist Signature:	

YOUR REQUEST WILL BE PROCESSED WITHIN TWO BUSINESS DAYS