SOUTHERN ILLINOIS UNIVERSITY **EDWARDSVILLE**

Dell Computer Purchase Order Form Information Technology Services

| | Uπ | rice of | 115 PO Box 1068 Edwardsville, IL 62026 Phone 618-650-5500 help@siue.edu |
|--|----------|---------|--|
| Contact Inf | orma | ation | |
| Contact nan | ne: | | Contact phone |
| Contact e-id | | | |
| End user in | form | ation | <u>I</u> |
| End users's | name | e/desc | End user's phone |
| End user's e-id | | | |
| End user's B | uildir | ng/Ro | om # End user's 800# |
| Item | ~ | Qty | Description |
| | | | Dell 14" Latitude laptop, Intel Core i5 processor, 16GB RAM, 512 SSD, no dock |
| | | | Dell 14" Latitude standard laptop including a docking station. |
| | | | Dell 14" Latitude standard laptop with 24" monitor hub |
| | | | Dell Optiplex 24" All-in One Computer Intel Core i5, 16GB Ram, 512 SSD |
| 0 | | | Dell SFF Optiplex Desktop without monitor Intel Core i5, 16GB Ram, 512 SSD |
| DON'T | | | Dell SFF Optiplex Desktop with 24" monitor Intel Core i5, 16GB Ram, 512 SSD |
| | | | Dell performance Desktop Intel Core i7, 32GB Ram, 1TB SSD, Video Card |
| | | | Dell 24" Monitor only-no speakers or webcam |
| | | | Dell 24" Conference Monitor with speakers and webcam |
| Princis of the Princip of the Princi | | | Dell 24" USB-C Hub Monitor with built in docking station, speakers, webcam, and microphone |
| | | | Other |
| BP Name | | | BP Number |
| Fiscal Offic | er Na | ame | Ovoto |
| | | | Quote |
| Fiscal Offic | er Sig | gnatur | re Date |

- 1. Send this completed form to ITS_leasing@lists.siue.edu
- 2. If your order has a custom quote, send .pdf copy of your Dell quote order to itsapprovals@siue.edu
- 3. Once approved by ITS approvals, send this completed form, .pdf copy of your order, and approved email to ITS_leasing@lists.siue.edu or Campus Box 1068 or fax to ext. 3599

All windows computer purchases will be assessed additional fees for Microsoft software. Please see https://www.siue.edu/its/fac_staff/purchase_program/index.shtml for additional information.