

Office of ITS | PO Box 1068 | Edwardsville, IL 62026 | Phone 618-650-5500 | [help@siue.edu](mailto:help@siue.edu)**Contact Information**

Contact name: \_\_\_\_\_ Contact phone \_\_\_\_\_









Contact e-id \_\_\_\_\_

**End user information**

End users's name/desc. \_\_\_\_\_ End user's phone \_\_\_\_\_

End user's e-id \_\_\_\_\_

End user's Building/Room # \_\_\_\_\_ End user's 800# \_\_\_\_\_

Item	✓	Qty	Description
			Lenovo 14" ThinkPad standard laptop, Intel Core i5 processor, 16GB RAM, 512 SSD, no dock
			Lenovo 14" ThinkPad standard laptop including a docking station
			Lenovo 14" ThinkPad standard laptop with 24" monitor hub
			Lenovo Standard 24" All-in One Computer Intel Core i5, 16GB Ram, 512 SSD
			Lenovo SFF Desktop without monitor Intel Core i5, 16GB Ram, 512 SSD
			Lenovo SFF Desktop with 24" monitor Intel Core i5, 16GB Ram, 512 SSD
			Lenovo performance Desktop Intel Core i7, 32GB Ram, 1TB SSD, Video Card
			Lenovo 24" Conference Monitor Built-in Speakers, Webcam, and Microphone
			Lenovo 24" USB-C Hub Monitor Built-in Speakers, Webcam, Microphone
			Lenovo 24" Monitor only-no speakers or webcam
			Other

BP Name \_\_\_\_\_ BP Number \_\_\_\_\_

Fiscal Officer Name \_\_\_\_\_

Fiscal Officer Signature \_\_\_\_\_ Date \_\_\_\_\_

**Instructions**

1. Send this completed form to [ITS\\_leasing@lists.siue.edu](mailto:ITS_leasing@lists.siue.edu)

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](https://www.siue.edu/its/fac_staff/purchase_program/index.shtml) for additional information.