

ITS Dell Computer Lease Agreement Order Form

Note: This form is required in order to complete your Dell leasing order. If this system is to be paid for through the FCI Program, please go to Faculty Computer Initiative for the correct form.

Step 1:

User's First Name:

User's Last Name:

User's e-ID:

User's 800#:

User's Phone#:

If refresh, service tag # to be replaced:

Install location (building/room number):

Contact Name:

Contact e-ID:

Contact Phone#:

Step 2:

ITEM	DESCRIPTION
	Package A: All-in-One All-in-One 24" computer/monitor with integrated webcam and soundbar, wired keyboard and mouse.
	Package B: Small Form Factor Desktop computer with 24" monitor with soundbar and webcam, wired keyboard and mouse.
	Package C: 14" Laptop 14" laptop 14" laptop, includes docking station 14" laptop, includes 24" monitor with Hub, soundbar and webcam
	PC ONLY Small Form Factor wired keyboard and mouse (NO monitor)
	24" Monitor (NO soundbar or webcam) 24" Monitor (WITH soundbar and webcam)

Step 3:

I certify that there is an unobligated balance available in the amount indicated in the event of loss or damage of equipment.

BP Name:

BP Number:

Fiscal Officer Signature:

Date:

Note: All fields MUST be completed. If any fields are incomplete, your form will be returned.
Please send completed form by scanning and sending PDF to ITS_leasing@lists.siue.edu

For Office Use Only:

1. Pre-order _____ 2. FP _____ 3. Service Tag _____ 4. Asset Tag _____