

LAWRENCE HALL OF SCIENCE

Tech Order Form

CAG (For filing purposes only) Yes No	Request Date:	Desired In-House Date	CSS-Image Now Ticket #	Fiscal Year	Local Staff? YES NO Vendor Name:
BB Super Shopper/Requester of Goods:			End User/Person Receiving Goods (if different from requester):		
Dept. Authorized Approval (i.e. Supervisor or PI/PD Director):			Signature Approval:		
Financial Analyst Approval:			Signature Approval:		
Authorized Department Approver: Florencia Ramos, Administration Group Director			Signature Approval:		
Charging a Contract/Grant? Yes No If yes, list budget line item: Note: If splitting a charge, indicate below how allocation per funding source was determined.			Business Purpose: New Hire Start Date:		
Description of Computer to be purchased: Please Select: Mac PC Desktop Laptop NOTE: AppleCare/Warranty <u>Required</u>					
Comments: NOTE: All additional required accessories (i.e. adapters, cables, etc.) should be purchased following LHS purchasing protocol. Please list end user email if known.					

CHART OF ACCOUNTS DISTRIBUTION:

Account Description	Account	Fund	Dept	Prgm	CF1	CF2	Est. / Final Recharge Total (s)	Bear Buy Voucher #'s or BFS Journal #	Paid Date
Computer	55211								
Monitor	55201								
AppleCare Warranty	56010								

FOR BUSINESS OFFICE USE ONLY

CSS IT Ticket Submitter:	Submission Date to CSS-IT for purchase or Recharge to Dept:	Computer Received In-House by:	Computer Serial # (s): LHS In-House Tag #:
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