

# Computer / Laptop Requisition Form



*DIOCESE OF VENICE IN FLORIDA*

Office of Information Technology

**Department/Parish:** \_\_\_\_\_

**Requestor Information:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Request Date: \_\_\_\_\_ Needed by: \_\_\_\_\_

Equipment is for:     Myself     Other: \_\_\_\_\_  
(Name and title)

Desktop – Floor Minitower     Desktop – Small Form Factor     Laptop

**Software needed:**     Microsoft Office     Word Perfect

**Comments / Other software needed:** \_\_\_\_\_

**Business reason for equipment:** \_\_\_\_\_

**Requestor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Dept. Head Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Received \_\_\_\_\_     Rejected: (Reason: \_\_\_\_\_)

Completed \_\_\_\_\_ *(IT use only)*