



**PERSONAL COMPUTER HARDWARE REQUEST**  
State Form 56480 (1-18)



**INSTRUCTIONS:** Please complete this form and return it to your Voice Coordinator.

Name		Date needed (month, day, year)	
Telephone number (     )		E-mail address	
Division / area		Office / room	
Name of contact person		Telephone number (     )	
Desktop category / type <input type="checkbox"/> Standard desktop <input type="checkbox"/> Keyboard <input type="checkbox"/> Monitor <input type="checkbox"/> Stand for central processing unit (CPU) <input type="checkbox"/> Other monitor (Specify below.) <input type="checkbox"/> Mouse <input type="checkbox"/> Cables (Specify below.) <input type="checkbox"/> Other (Specify below.)			
Specify:			
Laptop category / type <input type="checkbox"/> Standard laptop <input type="checkbox"/> Laptop docking station <input type="checkbox"/> Laptop bag <input type="checkbox"/> Other (Specify below.)			
Specify:			
Chart fields / general ledger (GL) string			
Equipment justification			

FSSA PERSONAL COMPUTER REQUEST APPROVAL		
Signing below indicates that this request is either (a) approved for purchase, or (b) rejected, if so signed and dated below.		
Signature of submitter		Date submitted (month, day, year)
Signature of supervisor of submitter		Date approved by supervisor (month, day, year)
Signature of FSSA Administrative Assistant (AA) or Service Coordinator (SC)		Status <input type="checkbox"/> Approved <input type="checkbox"/> Rejected
Date approved / rejected (month, day, year)		