

New Employee Computer & Telephone Request Form

Please return completed form to:
Lauren deQuintal
with the appropriate signatures

Employee Information

Name: _____

Department: _____

Office Location: _____

Telephone Extension: _____

Required Date for Phone to be Functional: _____

Employee Start Date: _____

Name of Person Replacing (if replacement): _____

Computer requested (check one):

- ☐ MacBook - from previous employee [cost=\$0.00]
- ☐ iMac - from previous employee [cost=\$0.00]
- ☐ iPad - from previous employee [cost=\$0.00]
- ☐ New MacBook/iPad [cost=\$3000]
- ☐ New MacBook only [cost=\$2380]
- ☐ iMac Desktop Purchase - contact IT for pricing
- ☐ Windows Desktop - from previous employee [\$0.00]
- ☐ New Windows Desktop - NEW [cost = \$1350]

Telephone required (check one):

- ☐ NEW VoIP Phone system [cost = \$392 (182.00 phone + \$210.00 license & voicemail)]
- ☐ Phone from previous employee (removed and put in IT storage)
- ☐ None (already in office)

Account to charge if there is a cost: _____

Approval

Vice-President's Signature: _____

Manager of Budget & Analytics: _____
(Lauren deQuintal)

*****SIGNATURES ARE REQUIRED*****