IT Equipment Budget

	Details	For IT Office Use Only		
Department		New Computers / Laptops/ Tablets		
Contact Person		Other Equipment		
Email Address		Other Items		
Telephone Ext.		Software		

Upgrade Computers				
Name	Required for	Replace	Current Asset No.	Motivation

New Computers / Lapto	ops / Tablets	Indicate whether you require computers / laptops or tablets and what specifications these should be.					
Name	Required	If Other, specify	Replace	Current Asset No.	Specifications of new device		

Monitor Reques	If you require two monitors connected to one computer, please select Dual display.					
Name	Current Monitor	Current Asset No.	Additional / Replace		Size of Monitor required	Motivation

Printer (without scan/copy) Request		Indicate whether you require the new printer to be double sided and/or networked and how many people will print to the NEW printer.						
Current Print			t Printer Information		New Printer Required			
Name	Make	Model	Current Asset No.	Double Sided	Network Point Available			
Motivation for New Pr	Please indicate wh	y it is necessary to repl	ace your current printers.					

Multi-function (print, se Reques	Indicate whether you require a multi-function printer that supports Colour/Black and White printing, double sided printing, networking, A3 paper size and how many people will print to the NEW printer.						
Current Multi-function	New Multi-function Photocopier / Printer Required						
Current MFP & Model	Serial No.	Colour / B&W	Double Sided	Networked	No. of People	Paper Size Requirement	Network Point Available
Eg. Minolta B211							
Motivation for New multi-function		Please indicate wh	y it is necessary to r	eplace your current p	ohotocopier/scanner/pr	inter	

New Staff and Office Moves	Please indicate how many NEW staff appointments you have applied for or if you anticipate any office moves.						
	Number of Additional phones required	Number of Additional network points required					
New Staff							
Office Moves							

Other	Please include scanners, external hard drives, flash sticks, speakers, headsets etc.					
Name	Item	Specifications	Cost			

Software	Please include any spec	cialised software requireme
Name/Description of Software	Cost	
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Motivation for specialised software