

## **Bulk (>3) New or Replacement Computer Application Form**

Contact Name: Who should we direct enquires to?

Phone#: Extension & Mobile (if applicable)

School/Cost Centre:School Name or Cost Code

- 1/ Please complete this form electronically
- 2/ Email it to an "Authorising Officer" with appropriate financial authority, have them respond with an email stating their approval
- 3/Forward the email chain, including the authorising response to servicedesk@scu.edu.au

User's (Custodian's)	Requested Type of	Location	<b>Existing Computer</b>	<b>Existing Computer</b>	Special Considerations and Additional
Name	Computer (Laptop or Desktop)	(Campus and room number)	Type (Laptop or Desktop)	Asset Number	information