

**ITS Dell Computer Lease Agreement
Order Form**






Southern Illinois University Edwardsville

Note: This form is required in order to complete your Dell leasing order. If this system is to be paid for through the FCI Program, please go to Faculty Computer Initiative for the correct form.

Step 1:

User's First Name: _____ User's Last Name: _____
 User's e-ID: _____ User's 800#: _____ User's Phone: _____
 If refresh, service tag # to be replaced: _____
 Install location (building/room number): _____
 Contact Name: _____ Contact e-ID: _____ Contact Phone: _____

Step 2:

Item		Description
		Package A: All-in-One All-in-One 24" computer/monitor with integrated webcam and soundbar, wired keyboard and mouse.
		Package B: Small Form Factor Desktop computer with 24" monitor with soundbar and webcam, wired keyboard and mouse.
		Package C: 14" Laptop 14" laptop with 16 GB RAM 14" laptop with 16 GB RAM, includes docking station 14" laptop with 16 GB RAM, includes 24" monitor with Hub, soundbar and webcam
		PC ONLY: Small Form Factor wired keyboard and mouse (NO monitor)
		24" Monitor (NO soundbar or webcam) 24" Monitor (WITH soundbar and webcam)

Step 3:

I certify that there is an unobligated balance available in the amount indicated in the event of loss or damage of equipment.

BP Name: _____ BP Number: _____
 Fiscal Officer Signature: _____ Date: _____

Note: All fields MUST be completed. If any fields are incomplete, your form will be returned.
 Please send completed form by scanning and sending PDF to ITS_leasing@lists.siu.edu

For Office Use Only:			
1. Pre-order _____	2. FP _____	3. Service Tag _____	4. Asset Tag _____