

Computer Request Form

(Request for a Used Computer)

To Director, Assets Acquisition and Administration Office

I, Mr./Mrs./Miss
Office/School.....Position.....
Tel..... E-mail:

would like to request for a used computer set up at City Campus Rangsit Campus

Reason for requesting:

Please select one of the following reasons:

1. According to the University's policies, I am a faculty who is entitled to receive a used computer. However, I have no computer to use at the moment since I am a new faculty, or a faculty who has resumed working after taking a sabbatical leave, etc.

(I would like the Assets Acquisition and Administration Office to provide a computer with proper capacity for my operation.)

2. I would like to request for (an) additional used computer(s) to use in the office for.....unit(s).

(I would like the Assets Acquisition and Administration Office to provide a computer with proper capacity for the office operation.)

Additional reasons for consideration
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3. I would like to change my computer because:

the current computer is out of order.

the computer capacity is too low and not compatible with my operation.

The specifications of the out-of-order/low capacity computer are as follows:

Model.....RAM.....HDD.....

Asset code: Monitor..... CPU.....

Keyboard..... Mouse.....

Date of purchase.....

Total cost of maintenance Baht

.....
Requester (Print) Chairperson/Head..... Dean/Director AP for
...../...../.....

To: Head, Supply Department, City Campus/Rangsit Campus

Please verify and present information for consideration.

..... Director, Assets Acquisition and Administration Office

...../...../.....

In case of Approved Request for Computer Allocation

<p>To: Head, System Maintenance and Services Department, City Campus/Rangsit Campus</p> <p>The Supply Department has a computer which is available for allocation with the following specifications: Model..... RAM.....HDD..... Please verify and give suggestions for consideration.</p> <p align="center">..... Head, Supply Department, City Campus/Rangsit Campus/...../.....</p>	<p>To: Head, Supply Department, City Campus/Rangsit Campus</p> <p>The Computer Center would like to give additional information and specify the minimum computer capacity for your consideration as follows.</p> <p align="center">..... Head, System Maintenance and Services Department, City Campus/Rangsit Campus/...../.....</p>
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To: Director, Assets Acquisition and Administration Office

- No computer available on the allocation list (Register for allocation below)
- A computer is in stock and available for allocation at Campus,

Model.....RAM.....HDD.....
Asset code: Monitor..... Mouse.....
Keyboard..... CPU.....
Date of purchase..... Price.....
Maintenance History.....
Remark(s).....

For your consideration.

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Head, Supply Department, City Campus/Rangsit Campus

<p>(Registration for inclusion on the Waiting List of Computer Allocation)</p> <p>To: Head, Supply Department, City Campus/Rangsit Campus</p> <p>Please register for inclusion on the waiting list of computer allocation.</p> <p align="center">..... Director, Assets Acquisition and Administration Office/...../.....</p>	<p>(In case of Possible Allocation)</p> <p>To: AP for Financial Affairs</p> <p><input type="radio"/> Should approve to allocate computer unit(s) with the specifications indicated in the attachment.</p> <p align="center">..... Director, Assets Acquisition and Administration Office/...../.....</p>
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<p>* Registered for allocation on (day/month/year)</p> <p>* Informed the requester the result of his/her request</p> <p><input type="radio"/> By phone on (day/month/year) Informer</p> <p><input type="radio"/> By E-mail on(day/month/year) Informer</p>	<p>To: Director, Assets Acquisition and Administration Office</p> <p><input type="radio"/> Approve to allocate computer unit(s) with the specifications indicated in the attachment.</p> <p><input type="radio"/> Others.....</p> <p>.....AP for Financial Affairs/...../.....</p>
<p>To: Director, Assets Acquisition and Administration Office</p> <p>..... computer unit(s) is/are available for allocation.</p> <p>I would like to recommend the computer in stock atCampus.</p> <p>Model.....RAM..... HDD.....</p> <p>Asset code: Monitor..... CPU..... Keyboard..... Mouse.....</p> <p>Received from</p> <p>Date of purchase..... Price..... Baht</p> <p>Maintenance History.....</p> <p>..... Head, Supply Department, City Campus/Rangsit Campus/...../.....</p>	<p>To: Head, Supply Department, City Campus/Rangsit Campus</p> <p>Please proceed.</p> <p>..... Director, Assets Acquisition and Administration Office/...../.....</p> <hr/> <p>Inform the requester at Campus on (day/month/year)</p> <p><input type="radio"/> By phone <input type="radio"/> By E-mail</p> <p>..... Head, Supply Department, City Campus/Rangsit Campus/...../.....</p>