Checklist for FACULTY TENURE/TENURE TRACK Orders

☐ Please fill out the order form completely for EACH computer being ordered:
  - Date
  - Name of person receiving computer
  - Department
  - Room Number/Location
  - Phone number
  - E-mail address
  - Type of computer
  - Additional hardware upgrades, if applicable.
  - Faculty, Dean and/or Department chair, budget authority signatures, and printed names
  - Budget number(s).

☐ For ‘hardware-specific’ upgrades:
  - Fill out the FCRP IDPO. Hardware upgrade pricing is provided in the Dell quotes.
  - The charges for software, imaging, and disposal are already included in your order, so do not add these items to the IDPO.
  - Include the following items on the IDPO:
    - Date of Request, Requisitioning Department, budget number to charge, hardware upgrade items, Requested By and Budget Authority signatures.

☐ Send the completed order form and, if applicable, IDPO to FCRP Administrator, Mar 002, FCRP@mail.ewu.edu.

Checklist for NON-Faculty Orders

☐ Please fill out the order form completely for EACH computer being ordered:
  - Date
  - Name of person receiving computer
  - Department
  - Room Number/Location
  - Phone number
  - E-mail address
  - Type of computer
  - Additional hardware upgrades, if applicable.
  - Faculty, Dean and/or Department chair, budget authority signatures, and printed names
  - Budget number(s).

☐ Complete the NON-FCRP Purchase Requisitions for
  - The computer(s)
  - Additional hardware options if applicable
  - Microsoft Office.
  - Include your budget number and budget authority signature(s)
  Sample purchase requisitions are provided on the FCRP website. Hardware pricing is provided in the Dell quotes. IMPORTANT: Purchase Requisition information must include Ordering Department and budget numbers, Phone#: 6080, All systems to be “Deliver To: MAR 007” (as it is the central location for all system deliveries)

☐ Fill out the NON-FCRP IDPO for Imaging and Disposal.
  - Be sure to include the following items on the IDPO:
    - Date of Request, Requisitioning Department, budget number to charge, quantities, Requested By and Budget Authority signatures.

☐ Send the completed order form, purchase requisition, and NON-FCRP IDPO to FCRP Administrator, Mar 002, FCRP@mail.ewu.edu.