



UNIVERSITY
OF MANITOBA

Personal Computer Procurement Programme

Commissioning Information

TODAY'S DATE:

Please submit this completed form
with your EPIC purchase order.

Questions about how to complete this form?
Please call: 204.474.8600

1 About This Order

This order is replacing an existing computer.
(Deployer will decommission existing system.)

This order is an entirely new installation.
("Net new computer".)

Order Instructions:

- Please either attach this form to EPIC P.O., **or**
- Email this form to **order_desk@umanitoba.ca**

2 Ordered By (Who is ordering it)

NAME:

PHONE:

DEPARTMENT:

EMAIL:

3 Deployer (Who is setting it up & Where to deliver it for prep.?)

NAME:

PHONE:

ADDRESS:

PROVINCE:

POSTAL CODE:

CAMPUS:

EMAIL:

4 End Users (Who is using it & Where to install it once it's prepped?)

NAME:

PRODUCT:

DEPARTMENT:

ADDRESS:

NAME:

PRODUCT:

DEPARTMENT:

ADDRESS:

NAME:

PRODUCT:

DEPARTMENT:

ADDRESS:

NAME:

PRODUCT:

DEPARTMENT:

ADDRESS:

OFFICE USE ONLY

EPIC P.O. #:

Cherwell Ticket #: