

Desktop Procurement Request (Employee On-Boarding)

Division/Section	Employee Type				
Employee Name/ Classification	Employee Phone Number				
Employee ID	Phone Pin Reset	Yes	No		
Supervisor Name(s)	Location				
CH Floor	CH T<1	CH T-1	CH T-3	CH T-5	CH T-6

Vis-code(s)					
Electronic Approval	Yes	No	[FUND (###)] - [DEPT (##)] - [RESP. CENTER (#####)] - [DETAIL (####)]		
Supervisor Name / Phone Number	Remote Access /Type (Form)				
	RDP (Personal Device)		Full (City Device)		

Hardware (CPU)	New	Existing	Type	Standard \$610 ea	CADD \$1150 ea
Monitors	One (1)	Two (2)	Monitor Type	22" @ \$150 ea 27" @ \$320 ea	24" @200 ea

Existing Computer Name

Software(s)		User Accounts
Microsoft Office (No cost full FTE)	Microsoft Project (\$260) ++	Altigen
Microsoft Visio (\$125) ++	Adobe Creative Cloud (\$850) ++	Amanda
Adobe Professional (\$380)	Adobe Photoshop (\$260)	AssetWorks
Google Earth Pro (No-Cost)	SnagIT (\$50)	Chameleon
Auto CAD **	Crystal Reports (\$400)	EMS
MicroStation **	MicroStation InRoads **	FMS
ArcGIS **	AutoCAD Civil 3D **	Infor
Building Design Suite **	Amanda - Permits **	Motorpool
Chameleon - ACS	Infor - EAM **	PeopleSoft
AssetWorks - Radio	AssetWorks - Fleet	RevPlus
PeopleSoft (Form)	FMS (Form)	
RevPlus	Altigen	

Additional Software/
Comments

** Subject to License Availability in Workgroup
+ + Yearly Subscription Cost

Mailing Group and/or Network Share Access (Example. Mimic Mr. Wonderful's profile)

Forms [Remote Access](#) [PeopleSoft](#) [FMS](#)

Please plan 6~8 weeks for delivery/setup. Fill out a single form per employee. Submit the completed form to [CSJDPW](#)
(Revised: November 08, 2016)