

# Mobile Procurement Request

Division/Section	Location
Employee Name/ Classification	Employee Phone Number
Employee ID	
CH Floor	CH T<1    CH T-1    CH T-3    CH T-5    CH T-6

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Vis-code(s)

[FUND (###)] - [DEPT (##)] - [RESP. CENTER (#####)] - [DETAIL (####)]

Electronic Approval    Yes    No

Supervisor(s) Name /  
Phone Number

Remote Access /Type  
RDP (Personal Device)  
Full (City Device )

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Hardware	New (Individual)	New (Shared)	Replacement	Transfer
Verizon Data Plan	Yes (\$30) Monthly	No		Replacement Device Name
Device(s) Type (excludes Data Plan and Accessories)	Dell - Laptop \$950 Apple - iPad Pro \$1000		Microsoft Surface Pro 4 \$1185 Apple - iPad Air2 \$600	

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Software(s)

Microsoft Office (No cost full FTE)	Adobe Professional (\$380)	Amanda - Permits
Infor - EAM	AssetWorks - Radio	AssetWorks - Fleet

Additional Software/  
Comments

Justification

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

Forms                      [Remote Access](#)

Please plan 6~8 weeks for delivery/setup. Fill out a single form per employee. Submit the completed form to [CSJDPW](#)  
(Revised: November 21, 2016)