



# FSSA PC Hardware Request Form

Please complete and return to: [FSSARefresh@FSSA.IN.Gov](mailto:FSSARefresh@FSSA.IN.Gov)

<b>Name</b>		<b>Division/Area</b>	
<b>Phone</b>		<b>Office/Room</b>	
<b>Email Address</b>		<b>Date Needed</b>	

**Contact Person & Phone**

<b>Category/Type</b>	Standard Desktop Monitor Other Monitor (specify below) Cables (specify below) Other	Keyboard Stand for CPU Mouse	Standard Laptop Laptop Docking Station Laptop Bag Other (describe below)
	<div style="border: 1px solid black; height: 40px;"></div>	<div style="border: 1px solid black; height: 40px;"></div>	<div style="border: 1px solid black; height: 40px;"></div>

**Equipment Justification**

### FSSA PC Refresh Request Approval

Signing below indicates that this request is (a) approved for purchase or (b) rejected, if so signed and dated below.

<b>Submitter Signature</b>	<b>Date Submitted</b>
<div style="border: 1px solid black; height: 25px;"></div>	<div style="border: 1px solid black; height: 25px;"></div>

<b>Supervisor of Submitter Signature</b>	<b>Date Approved by Supervisor</b>
<div style="border: 1px solid black; height: 25px;"></div>	<div style="border: 1px solid black; height: 25px;"></div>

<b>FSSA AA or SC Signature</b>	<b>Date Approved/Rejected</b>
<div style="border: 1px solid black; height: 25px;"></div>	<div style="border: 1px solid black; height: 25px;"></div>

Approve     Reject