



Stuart - Technology Purchasing Request Form

This page has been setup for ALL Stuart employees to print & submit to their manager for their Technology Purchasing requests. ie. Desktops, Laptops, Tablets, Servers, Networking Equipment, Office Phones, Software, etc.

Your Name:

Your Phone Number:

Your Email:

Manager's Name:

Manager's Phone Number:

Manager's Email:

What are you requesting?

☐ New Laptop
☐ Docking Station
☐ Monitor - 1 or 2?

☐ New Desktop
☐ Software
☐ Desk Phone

☐ Personal/Workgroup Printer
☐ Conference Phone
☐ Other (Describe Below)

If Other, Explain Here:

Why are you requesting?

Asset Manager:

District Manager:

Please sign & email to:
procurement@ybs.us

Is there a deadline for delivery?

☐ ☐ ☐

MM/DD/YYYY