

Date Requested

Rockford Computers For Schools

Computer Equipment Request - Non Profit Organization

Please use Microsoft "IE11" OR If using Microsoft Edge in Windows 10 to fill out Computer Request Form, click on Settings and more "...") than scroll down to and click on "*Open with Internet Explorer*". You should now be able to fill out and e-mail or print form. **Must have Adobe Reader DC installed.**

Organization: Address:

Contact: Fed ID. (EIN/FIN):

Contact Telephone: IL Tax Exempt: No.

E-mail Address: Alt E-mail Address:

Desired Specifications

Please indicate in the following list, the **minimum acceptable** requirements.

(Please indicate if you do not know [NK])

	Number of Computers	Processor	Speed	Cost	Total Cost
Desktops (\$50.00 each)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lap tops (\$65.00 each)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

(Be specific – Level of Processor and Speed)

Computers supplied with Windows 10 Pro, MS Office 2010 and 2 GB memory

Hard Drive: Size : GB.

Other Notes or needed components:

We will always try to provide the computer processor speed to meet your needs along with monitors, keyboards, mice and power cables. We will also provide the RAM and hard drive memory as well as any other components to the extent of our inventory.

The more advanced your requirements are, the longer it may take to fill your order. If you need specialized parts that we do not have available in our inventory, we will have to purchase additional components at auction or on the Internet. We will bill you the cost of the components purchased. Of course we will contact you prior to the purchase, keeping you informed in the progress of the request.

Organization:

Contact Person:

To help us meet your needs please address these questions:

1. What will these computers be used for?

2. Will this request for computers be used by specific software? Yes No

If yes, please explain:

3. What use (include subject area) do you plan for the computers you will receive from RCFS?

4. Other information you could share about your request that will assist us in helping you meet your technology goals.

Please have this request **signed** and **dated** by the principal of the requesting organization,

then send both pages to the attention of: **Steve** at **Rockford Computers For Schools**
8982 Main St.
Caledonia, IL 61011

or click on **Submit by E-mail above.**

Approved By:

Dated

This signed form will be binding on the requesting organization for the incurred expenses by Rockford Computers For Schools.