## 

**Vale of Glamorgan Council**

**Finance, I.C.T. and Property**

**Please email completed form to:**

[**ICTProcurement@valeofglamorgan.gov.uk**](mailto:ICTProcurement@valeofglamorgan.gov.uk)

## **ORDER REQUISITION FORM**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **To:** | |  | | |  | | **From:** |  | | |
| **Dept:** | |  | | |  | | **Title:** |  | | |
| **Date:** | |  | | |  | | **Tel:** |  | | |
| **Email:** | |  | | |  | | | | | |
|  | | | | | | | | |
| **ORDER Description of Goods and / or Services Required** | | | | | | | | |
|  | | | | | | | | |
|  | | | | | | | | |
| **ORDERING DETAILS (all fields MUST be completed)** | | | | | | | | |
| Ordered by: | |  | | | Authorised by  (PRINT NAME): | | |  |
| Designation: | |  | | | Financial Code: ESSENTIAL | | |  |
| **SIGNATURE REQUIRED: (must be an officially authorised officer)** | | | Date: / / | | | | | |
|  | | | | | | | | |
| IMPORTANT | | | | | | | | |
| If ordering a new PC or Laptop, it is essential that a ‘New Computer Form’ is completed. This is to ensure that the correct software, mapped drives etc are transferred from the old item to the new PC/Laptop.The form can be found on the ICT Procurement section of the StaffNet. Please submit this form with your order. | | | | | | | | |
| ADDITIONAL INFORMATION | | | | | | | | |
| Will equipment in this order connect to any other hardware? Please give details in the space provided.  E.G HP Printer HID001234 | | | | |  | | | |
| DISPOSAL OF REDUNDANT EQUIPMENT | | | | | | | | |
| With the agreement of Senior Management, recycling of old equipment to other members of staff is no longer carried out by ICT.  To dispose of your redundant equipment please complete a Scrapping Form and send to ICT Business Support. The form can be found on the ICT Procurement section of the StaffNet. A summary of the scrapping procedure can also be found here. | | | | | | | | |