##

**Vale of Glamorgan Council**

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

**Please email completed form to:**

**ICTProcurement@valeofglamorgan.gov.uk**

## **ORDER REQUISITION FORM**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **To:** |  |  | **From:**  |  |
| **Dept:** |  |  | **Title:**  |  |
| **Date:** |  |  | **Tel:**  |  |
| **Email:** |  |  |
|  |
| **ORDERDescription 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. |