

OFFICE COMPUTER HARDWARE ACQUISITION COST SHEET

Department:

Date:

Requested By:

PO Number:

Project/Client:

Vendor Name:

#	Hardware Item & Specifications	Qty	Unit Price	Total Cost
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Subtotal	
Tax Rate / Amount	
Shipping & Handling	
Total Acquisition Cost	

Authorized Approval (Signature / Date)