

EQUIPMENT REQUISITION FORM

NAME OF MEMBER OR COMMITTEE: HON. JOHN T. SAMPLE STATE AND DISTRICT: CA00 DATE: JAN. 3, '97  
 SUBCOMMITTEE: N/A PHONE #: x53984 OFFICE CONTACT: J. Office

EQUIPMENT DELIVERY LOCATION: B-215 LHOB, WASHINGTON, D.C. (OR D.O. LOCATION & ADDRESS) TSR CONTACT: JOHN HIR

VENDOR NAME: USA PRODUCTS VENDOR CONTACT: Joe Vendor MAINTENANCE PLAN: Info. Rec'd from Vendor

ADDRESS: 1234 USA Drive VENDOR PHONE #: (202) 222-3333

Anytown, USA 10000 SYSTEMS INTEGRATOR: YES OR NO WARRANTY PERIOD: AMOUNT IN DAYS, MONTHS OR YEARS

DESCRIPTION	QUANTITY	PART #	COST	INSTALL COST	MAINT. COST	PLAN TYPE
PENTIUM PC	1	URTONC-1002	\$1,346.00	\$100.00	\$16.00 MTHLY	1TIME/3 YEAR OR LEASE

ITEMS TO BE REMOVED UPON DELIVERY OF THIS EQUIPMENT? No x Yes    FOR ADDITIONAL ITEMS PLEASE USE REQUISITION ATTACHMENT FORM.  
 (Please attach OSM Removal Form)

ANY NEW ITEMS TO BE USED AS ACCESSORIES OR INTERNAL COMPONENTS TO EXISTING EQUIPMENT? No x OR Yes x IF YES, EXISTING OSM CONTROL NUMBER xx 01234

I CONFIRM THAT MY STAFF HAS CONSULTED WITH A TECHNICAL SUPPORT REPRESENTATIVE (TSR) AT HOUSE INFORMATION RESOURCES (HIR) FOR COMPUTER-RELATED EQUIPMENT IN ACCORDANCE WITH HOUSE GUIDELINES.

SIGNATURE OF MEMBER/CHAIRMAN: HON. JOHN T. SAMPLE

[Providing the information requested above will ensure that your OSM Counselor is able to process this Requisition Form with minimal delay. The Vendor will be able to provide you with assistance in completing such items as description, part #, pricing, warranty information, etc. Your OSM Counselor will be happy to assist you with any questions you may have regarding this form.]

[Please specify type and length of warranty being offered by Vendor - Manufacturer's or On-Site - not all manufacturers' warranties provide "on-site" maintenance service. Most manufacturers' warranties require the user office to carry-in or ship the item back to the manufacturer when service is necessary. Any arrangements or expense involved in getting the item to the manufacturer is the sole responsibility of the user office. If you want an "on-site" warranty, please advise the vendor so that they may offer a warranty upgrade or make adjustments to the manufacturer's warranty to provide "on-site" maintenance service to your office.]