OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER (CAO)

Office Systems Management (OSM)
B-215 Longworth HOB
Phone: 202-225-3994 // FAX: 202-226-1277

EQUIPMENT REQUISITION FORM

NAME OF MEMBER OR COMMITTEE: _____ STATE AND DISTRICT: _____ DATE: _____

SUBCOMMITTEE: _____ PHONE #: _____ OFFICE CONTACT: _____

EQUIPMENT DELIVERY LOCATION: _____ TSR CONTACT: _____

VENDOR NAME: _____ VENDOR CONTACT: _____ MAINTENANCE PLAN: _____

ADDRESS: _____ VENDOR PHONE #: _____

_____ SYSTEMS INTEGRATOR: _____ WARRANTY PERIOD: _____

DESCRIPTION	QUANTITY	PART #	COST	INSTALL COST	MAINT. COST	PLAN TYPE

ITEMS TO BE REMOVED UPON DELIVERY OF THIS EQUIPMENT? No ___ Yes ___
(Please attach OSM Removal Form)

FOR ADDITIONAL ITEMS PLEASE USE REQUISITION ATTACHMENT FORM.

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

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: _____.

[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.)