



MISF0003 Computing Equipment Request Form

User Information				MIS Only		
User Name:	Karrie Hui	Dept:	Security	Ref:		
Contact Person:	Karrie Hui	Delivery Location:	P1 Sec Office	Date:		
Contact No:	7826	Date:	11 Sep 2018	PO#:	1	
Budget Account:	7020	Date Required:	ASAP			
Items			Unit	Estimated Unit Price	Qty	Total
Desktop Compute	r		Set	\$6,000	2	\$12000
Printer						
Personal / Small workgroup B&W Laser Printer (A4)			Set	\$3,070		
Departmental Laser	Printer (A3)		Set	\$16,000		
Personal / Small workgroup Color Laser Printer (A4)			Set	\$3,800		
Software Package	(NWS Bulk Co	ontract)				
MS-Office Standard MVL (ENG)			Set	\$2,463.00		
MS-Windows CAL	(=, (=, (=, (=, (=, (=, (=, (=, (=, (=,		Set	\$222.00		
MS-Exchange CAL			Set	\$489.00		
Visio Standard (Eng	/Chn Trad)		Paper	\$986.00		
MS-Project Standard MVL (ENG)			Paper	\$3,220.00		
Adobe Acrobat (ENG)			Set	\$2,380.00		
Production (Exception)			Set	\$45.00		
Others			200000000	42.260		
LCD Monitor			Set	\$2,260		6220
GoGo Pen			Set	\$160	2	\$320
USB Card Reader			Set	\$125		
						1999
						\$12320
Grand Total						\$12320

Purchase Reason 2018/19 CAPEX Item, will install at Phase Security Office for reports writing, updating figures and prepare summaries.

Signature			
User	Dept. Head	Division Head	1.89/8 -1.89/8 -