



MHA NATION MIS DEPARTMENT
307 5TH AVENUE NEW TOWN, ND 58763
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Name :	Phone :
Date :	Position :
Department :	

COMPUTER EQUIPMENT

Order Form

Desktops

- ☐ Lenovo ThinkCentre M70q Gen6 - Ultra 5
- ☐ Lenovo ThinkCentre M70q Gen6 - Ultra 7
- ☐ Lenovo ThinkStation P3 Ultra - Ultra 7

Monitors

- ☐ Lenovo ThinkVision T27i-30
- ☐ Lenovo ThinkVision T24i-30
- ☐ Lenovo ThinkCentre Tiny-In-One 24 Gen 5

Keyboards & Mice

- ☐ Wired Keyboard & Mouse
- ☐ Wireless Keyboard & Mouse

Printers

- ☐ Large Office Copier/Fax

Laptops

- ☐ Lenovo ThinkPad T14 Gen6 - Core Ultra 5
- ☐ Lenovo ThinkPad T14 Gen6 - Core Ultra 7
- ☐ Lenovo ThinkPad T16 Gen4 - Core Ultra 7

- ☐ Microsoft Surface Pro 11th Edition - 13"

- ☐ Keyboard
- ☐ Pen/ Stylus

Software

- ☐ Microsoft Office 365
- ☐ Adobe Acrobat Pro

Other

- ☐ External Hard Drive
- ☐ Other, Please specify _____

I, signed below, understand that the hardware and software I will be using is the property of the MHA Nation. I understand all new hardware and software shall be registered with Purchasing and MHA Cybersecurity for inventory and warranty control purposes. Any questions regarding the policies pertaining to Internet/Email, please contact the MIS Department.

_____ Employee Signature	_____ Date
_____ Director Signature	_____ Date



COMPUTER SUPPORT USE ONLY

MIS Staff : _____ Date Request Received : _____ Time : _____

Company Ordered From : _____ Date Ordered : _____ Date Received: _____