

**COOK COUNTY  
BUREAU OF TECHNOLOGY**



# Request for New Hardware/Software

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Version 1.01 4/3/17

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**Request for new IT equipment/software**  
(Total Request should not exceed \$5,000)

<b>Requesting Dir/Sup</b>	
<b>End User</b>	
<b>Project name</b>	
<b>Department Name</b>	
<b>Charge Back Account</b> (Fund.Department.Program.Object Account)	
<b>Date Needed</b>	

**Requesting New Hardware Equipment**

Item description	Qty.

**Requesting New Software Items**

Item description	Qty.

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## Acceptance and authorization

I understand the purpose of using the Cook County Computer equipment is to improve efficiency, productivity and/ or enhance public safety. By receiving this professional IT equipment, I agree to keep all work related job functions solely to this equipment. No data will be transferrable to personal devices that will allow data to be transferred to a home machine.

I understand this IT professional equipment solely belongs to Cook County.

The terms and conditions of the **Professional Services Agreement** apply in full to the services and products provided under this Statement of Work.

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End User

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Department Management Approval

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Title

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Title

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Signature

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Signature

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Date

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Date

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B.O.I.T. Management Approval

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Title

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Signature

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Date

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**Please forward this form for further review to:**

<b>Office</b>	<b>Contact</b>
<b>Assessor</b>	Haleema.Brady@cookcountyil.gov
<b>Board of Review</b>	Edward.Smith@cookcountyil.gov
<b>Cook County Hospital Systems</b>	Edith.Murgas@cookcountyil.gov
<b>County Clerk</b>	Dljackson@cookcountycourt.com
<b>Juvenile Temporary Detention Center</b>	Michael.Pawinski@cookcountyil.gov
<b>Office of the Chief Judge</b>	Michael.Carroll@cookcountyil.gov
<b>Offices Under the President</b>	Luigi.Pezzarossi@cookcountyil.gov
<b>Recorder of Deeds</b>	Alexander.Kantas@cookcountyil.gov
<b>Sheriff</b>	Adam.Pondexter@cookcountyil.gov
<b>State's Attorney</b>	douglas.maclean@cookcountyil.gov
<b>Treasurer's Office</b>	Mmarchese@cookcountytreasurer.com