



Departmental Request for Computer Products or Repairs



Michigan Union, Ground Level, (734) 647-2537
Pierpont Commons, Main Concourse, (734) 647-9678
computer.showcase@umich.edu

Michigan Union, Ground Level, (734) 763-6181
itcs.computer.repair@umich.edu

Purchasing products?

Please select your pickup location, if you're faxing in your request:

Showcase Central, Michigan Union
Showcase North, Pierpont Commons

FAX: (734) 763-4840

Having support/repair work done?

Please bring this form in with your computer to the Showcase on the **ground level of the Michigan Union**.

We require a shortcode and departmental signature whether the work be done is in or out of warranty.

Date _____ Shortcode _____
Six digits

Department _____

Authorized Signer's Name _____ Uniqname _____ Phone _____
Please print

I certify that this order is in compliance with the terms and conditions that apply to purchases by U-M departments.

Authorized Signer's Signature _____
Required

Sold to _____ Uniqname _____ Phone _____
Please print

Stock Number	Quantity	Unit Price	Product Description

To be completed by Showcase staff

TOTAL (no tax) \$ _____
RMS Transaction # _____