

Departmental Request for Product Purchase or Repair Service

M | COMPUTER SHOWCASE

p: 734.647.2537
w: computershowcase.umich.edu
e: computer.showcase@umich.edu

M | TECH REPAIR

p: 734.647.2537
w: its.umich.edu/tech-repair
e: tech.repair@umich.edu

Purchasing products?

Please provide order details below and select a pickup location:

- Michigan Union | Ground Floor
- Pierpont Commons | Main Concourse

Bring completed form to your desired pickup location anytime.

To place an advance request, return signed and completed form as an email attachment to computer.showcase@umich.edu.

Need support/repair work?

Please bring this completed form with your computer/device to either Computer Showcase location for service.

We require a ShortCode and signature of the authorized signer for all work, regardless of warranty status.

Date: _____ ShortCode: _____
six digits

Department: _____

Authorized Signer's Name: _____ Uniqname: _____ Phone: _____
please print

I understand University of Michigan purchasing policies, and I certify that this request is in compliance with U-M rules and that I am authorized to purchase on this account:

Authorized Signer's Signature: _____
required

Picked up by: _____ Uniqname: _____ Phone: _____

Item Number	Quantity	Price	Product Description

For Authorized Signer:
Total anticipated cost (no tax): \$ _____

To be completed by Showcase/Tech Repair staff:
Total (no tax): _____
Footprints Ticket #: _____
RMS Transaction #: _____