



IT Equipment Request Form

Requested by: _____ Date: _____

Phone: _____ Location: _____

Request Type: New equipment Upgrade of existing equipment

Please list items being requested as well as any necessary details regarding this request:

What (if any) equipment is being traded-in:

Market Manager Approval (between \$101 and \$1000): _____ Date: _____

Division President Approval (above \$1000): _____ Date: _____

Upon completion, please scan and email to help@millcreeklumber.com