

Form for
Purchasing IT equipment

At <https://it.sdu.dk/> (Danish only) you can view computers, tablets and smartphones etc. All IT purchases are made by filling out this form and emailing it to 314@imada.sdu.dk. This applies to both regular and external funds.

Fields marked with * must be filled in.

1. Personal data (of the employee who will use the equipment)

First name(s):*

Surname:*

Username / email:*

2. Funding information (internal or external funding)

Tick if the equipment purchase from department ordinary funds is approved by the head of department:

If external funds (e.g. foundation, EU project or similar grant) covers equipment costs, complete all fields; whereby the relevant section/group/center will be charged for the IT equipment.

Type:*

Cost center:*

Project number:*

Activity number:*

3. IT equipment (insert link to IT equipment you would like to order)*

4. Keyboard information (if you purchase a laptop, you must specify which keyboard layout the computer should have)

1. UK/international: (6 - 10 weeks delivery time)

2. US/international: (6 - 10 weeks delivery time)

3. Danish

REMEMBER:

You must not purchase IT equipment outside the SDU IT webshop. If you need equipment that cannot be found in the webshop, please write to: 314@imada.sdu.dk.