**GUIDELINES**:

This purchase request form, duly completed and signed by the Supervisor and by Coordinator of the PhD Programme, must be sent via e-mail at Post-Lauream Office ([post-lauream@poliba.it](mailto:post-lauream@poliba.it)). This request will be forwarded to Purchases Office that will carry out the order of the requested good. At the end of the Phd career, the purchase good must be returned to the Department related to the PhD Programme.

**N.B.** The PhD student shall ask Post-Lauream Office ([post-lauream@poliba.it](mailto:post-lauream@poliba.it)) about his/her available budget. This amount will represent the maximum available amount for the good purchase.

**Attention**: Computer equipment purchased directly by the PhD student cannot be refunded.

**** Al Magnifico Rettore del Politecnico di Bari

Alla Direzione Gestione Risorse e Servizi Istituzionali

Settore Ricerca e Relazioni Internazionali

**Ufficio Post-Lauream**

***Request for computer and data-processing equipment purchase***

PhD Programme in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, cycle \_\_\_\_\_\_\_\_°

I, the undersigned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ born on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (\_\_\_\_) resident at (*address*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (\_\_\_\_) Postal Code \_\_\_\_\_\_\_\_\_\_\_\_ Italian Fiscal Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ enrolled at \_\_\_\_\_\_\_ (1°, 2°, 3°) year of the PhD Programme in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, cycle \_\_\_\_\_° (Politecnico di Bari), available budget at the date of this request \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**asks for**

the purchase of the following computer and data-processing equipment:

* PC desktop, laptop, tablet, notebook, e-book reader;
* Digital graphics tablet, documents viewer;
* Audio/Video devices (Screen, Monitor, webcam, microphones, external loudspeakers, headphones, touch screen pens);
* Network card and portable hotspots

*Provide a complete and detailed description of the good for which the purchase is required*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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The purchase forms part of the expenses for Research Activity connected to the needs of the above-mentioned PhD Programme, authorized by the Supervisor Prof. Ing. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and by the Coordinator Prof. Ing. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from the funds “**Budget per Attività di Ricerca**”.

SIGNATURES

The PhD Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For the authorization: the Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For the authorization: the Coordinator of the PhD Programme \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

N.B. The PhD student must attach – along with this request - **3 quotes**, **for the same identical good** (brand, model, technical specifications, etc.), got from as many providers, and chosen independently by the phd student through a market survey. These quotes must be submitted on the letterhead of the provider, duly dated and signed; they must be **addressed to the PhD student** and must **be valid at least 30 days** since the request is sent to Post-Lauream Office. The Purchases Office will proceed with the request by choosing the cheapest quote.