

ACMFF Laptop Request Guidelines

We have a new process for purchasing computers. We had too much trouble with other vendors so now they are purchased from Amazon and the requestor or their designee must come here, to One Smithfield Street, to pick them up.

Please visit the Amazon site and find the appropriate item. Please limit your choices to those that are around \$350 and that qualify for Amazon Prime as that eliminates shipping charges and provides a faster delivery.

Send me a link to the item in the email that has your excel ACMFF request form attached.

I'll take it from there if the committee approves the request.

Thanks!