

ACMFF laptop and other IT requests guidelines

Due to previous issues with other vendors, IT purchases (PCs, laptops, tablets) will now only be purchased from Amazon. The requestor, or their confirmed designee, must go to the Human Services Building at One Smithfield Street, Fourth Floor to pick up the aforementioned items.

Please visit the Amazon site and find the appropriate item. Please limit your choices to those that

- are no more than \$350 AND
- qualify for Amazon Prime as that eliminates shipping charges and provides a faster delivery AND
- preferably have at least four stars.

The link to the approved item must be sent to the Event and Donations Assistant at AlleghenyCountyMusicFestival@AlleghenyCounty.us within the body of the email that includes the attachment of your ACMFF request form.

If approved by the ACMFF committee, the Event and Donations Assistant will notify the requestor of the purchase and coordinate a date for pickup.