



MEA MANAGEMENT TRAINING FUND
EQUIPMENT APPLICATION

Date: _____

Name: _____ Dept: _____ Title: _____

I am requesting:

1. Laptop PDA (circle one)
2. The City [does does not] (circle one) currently provide me with this equipment.

The equipment I am requesting is work related in the following manner:

Please check the statement below that most closely applies to you:

- _____ I have never requested pre-approval to purchase equipment and be reimbursed through the MEA Management Training Fund.
- _____ I have requested pre-approval to purchase equipment and be reimbursed through the MEA Management Training Fund in a prior fiscal year. I purchased and was reimbursed for a: Laptop PDA (circle one) in FY _____

I represent that I will use this equipment or software to enhance my ability to perform my duties as a City employee. I further represent that I have discussed this purchase with the appropriate information technology or telecommunications manager in my department and determined that it is compatible with my department's network infrastructure. If approved, I understand that I will have sixty (60) calendar days from the date of the "ok to buy letter" to purchase and turn in proof of purchase for reimbursement to MEA.

Signature

Date

Email (home and or work)

Phone Number

Mailing Address (Not work address)

NOTE: Actual reimbursement is made by the Controller's Office, once you have submitted proof of purchase to MEA, received the MEA reimbursement packet, and submitted all documents for processing to DHR.