



**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:

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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

\_\_\_\_\_  
Home Email

\_\_\_\_\_  
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.**