

**PC Sales Form**

**United Nations Development Programme**

Personnel Buyer Information:

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name** |  | **Last Name** |  |
| **Bureau/Division** |  | **Tel Extension** |  |
| **Chart of Account to be applied to:** |  |

Computer Information:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item Description | Make | Model | Serial No. | Amount |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Total Price of Computer System:**

**Date Purchased:**

**Note:** The staff buyer agrees with the condition that the computer system named above is sold by UNDP in ‘as is’ condition, and that there is no written or implied warranty on its performance. No refund or exchange is allowed. UNDP will not provide repair or any other service with respect to this computer system. The computer system is sold only with licensed basic Operating System and utilities, and no additional software is included.

Staff Buyer's Signature & Date

Payment Received By: Name/Signature/Date