



Used Computer Request

Foodshare often has opportunities to provide agencies with used computers. All computers come with a keyboard, mouse and a basic operating system, Windows 7. They are loaded with OpenOffice Version 4, a free software package that is compatible with Microsoft Office. Word processor and spreadsheet applications are provided in this package.

If a computer would assist your agency in improving client self-sufficiency (e.g., benefit screenings using 211 Navigator, job searches, resume building etc.), please take the time to answer the following questions.

Agency Name: _____	Agency ID: _____
Address: _____	
Contact person: _____	Phone: _____
Email Address: _____	Fax: _____
Title: _____	

1. Describe in detail the primary use of this computer:

2. Are there other uses for this computer that will improve the operation of your agency? Please be specific.

3. Is there someone at your agency who can provide maintenance and routine technical support for this computer?

Yes No Please explain: _____

Your completed questionnaire will be kept on file. **You will be contacted when a computer becomes available.**

You may mail, fax or email the completed questionnaire using the contact information below. We look forward to being of assistance to you.

Sincerely,

Vinh Vuong
 Network Capacity Coordinator
vvuong@foodshare.org
 860-286-9999 x113

Foodshare, Inc.
 450 Woodland Ave.
 Bloomfield, CT 06002
 FAX: 860-286-7860

For Foodshare use only	For Foodshare use only	For Foodshare use only
Notified of available computer: _____		(date) _____
Picked up computer: _____		(date) _____
Computer Service Tag: _____		Rev. 01/05/16