

# FOODSHARE

## 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.*

Agency Name: \_\_\_\_\_ Agency ID: \_\_\_\_\_  
\_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
Title: \_\_\_\_\_

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

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

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

Yes  No Please explain: \_\_\_\_\_

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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  
Agency Services Coordinator  
[vuong@foodshare.org](mailto:vuong@foodshare.org)  
860-286-9999 x113

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

<b>For Foodshare use only</b>	<b>For Foodshare use only</b>	<b>For Foodshare use only</b>
Notified of available computer:	_____	(date) _____
Picked up computer:	_____	(date) _____
Computer Service Tag: 01/16/18	_____	Rev.