

# COMPUTER REQUEST FORM

“Promoting computer literacy by refurbishing computers for low-income Alaskans and non-profits.”



**LITERACY**  
**COUNCIL of ALASKA**

*Changing lives through literacy*

Use for the computer I will receive:

- Resume/Job
- Education
- Email/online research
- Create a webpage
- Other: \_\_\_\_\_

**RETURN COMPLETED  
FORM TO:**

Literacy Council of Alaska  
Head Start Lending Libraries  
517 Gaffney Rd.  
Fairbanks, AK 99701  
Phone: 907-456-6212  
Fax: 907-456-4302  
Email: LCA@LiteracyCouncilofAlaska.org

**Microsoft®**  
**Authorized  
Refurbisher**

## LCA USE ONLY

Date Received: \_\_\_\_\_

Total Due: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Computer Recipient Info *(Please print clearly)*

*\*Please note that computers are intended for low-income individuals or families and non-profit organizations.*

*\*Please attach a copy of photo ID with request form\**

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Email (optional): \_\_\_\_\_

Option 1 & 2 are desk top computers which include CPU, monitor, keyboard, mouse, accompanying cables and software.

*Please select one of the 4 options below by checking the box.*

- Option #1 Windows 7 OP & Open Office \$40.00
- Option #2 Windows 7 OP & Office 10 \$75.00

Laptops when available (wireless & power cord included)

- Option # 3 Windows 7 OP & Office 10 \$135.00

Requests are filled in the order they are received. All computers are refurbished Pentium 4 processors or faster. **Computers do not come with technical support or warranty.** All fees are due at the time of pick up.

Signature of Person Requesting: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_