



IT EQUIPMENT PURCHASE REQUEST

Ian Young — Customer Operations Coordinator workstation

APPROVAL REQUIRED Prepared 4 August 2026 | Decision owner: Authorised employing-entity representative

Approval item	Proposed arrangement
Decision requested	Approve the listed laptop, monitor, desktop riser and workstation accessories
Estimated total	\$1,783.00 value package to \$2,874.00 recommended package, including delivery where quoted
Approval ceiling	\$3,000.00 including GST for minor price or delivery variation
Business user	Ian Young - Customer Operations Coordinator
Purchasing entity / cost centre	Superior Bin Solutions Pty Ltd - cost centre to be confirmed before ordering

Requested equipment

Qty	Equipment and minimum specification	Budget price	Pricing basis
1	Laptop A (recommended): Apple 2026 MacBook Air 13-inch (M5), 10-core CPU, 8-core GPU, 16GB unified memory, 512GB SSD	\$2,065.00	Amazon AU delivered price, as reported
1	Laptop B (value): Apple 2026 MacBook Neo 13-inch (A18 Pro), 6-core CPU, 5-core GPU, 8GB unified memory, 256GB SSD	\$1,047.00	Officeworks pickup price, checked 4 August 2026
1	Monitor A (recommended): LG 31.5-inch QHD 100Hz IPS Super Slim Stand Monitor with USB-C - 32U631A-B.AAUQ; JB Hi-Fi SKU 781 953	\$309.00	JB Hi-Fi current price, as reported
1	Monitor B (value): Samsung 32-inch Odyssey G3 G30D FHD 180Hz Gaming Monitor - LS32DG302EEXXY	\$236.00	Amazon AU delivered price, as reported
1 set	Keyboard, mouse, mouse mat, HDMI cable and compatible USB-C dock - combined workstation accessories allowance	\$350.00 max	Select within cap; dock must support the chosen MacBook and monitor
1	Desktop sit-stand riser/converter, approximately 90-95cm wide, suitable for the selected monitor and laptop, with keyboard tray	\$150.00 max	Kogan Ergolux Pro 95cm \$119; Harvey Norman YS 94cm \$121
Package totals (including GST)		\$1,783-\$2,874	Includes riser and \$350 accessories cap

Business rationale

Recommended setup: Laptop A plus Monitor A. The M5 MacBook Air and LG QHD display suit dispatch multitasking; use MagSafe because the monitor USB-C supplies only 15W. Laptop B plus Monitor B is the value option for light or browser-based work. Accessories are capped at \$350 and the desktop riser at \$150. Confirm desk fit and load before ordering; current Officeworks options exceed the riser cap.

Procurement and asset conditions

- Reconfirm price, availability, warranty and delivery before ordering; do not exceed the \$3,000 approval ceiling without further approval.
- Raise the purchase order or approved payment record only after an authorised representative signs this request.
- Record the laptop, monitor and riser in the asset or equipment register with serial numbers where applicable, assigned user, location, purchase date and warranty.
- Before issue, apply FileVault, MFA, device management and approved accounts and applications; document return obligations.



APPROVAL DECISION

Ian Young - Customer Operations Coordinator workstation | AWC-IT-PR-2026-IY-001

Approval decision

Approval outcome ☐ Approved ☐ Approved with conditions ☐ Declined	
Laptop and monitor selection ☐ Laptop A ☐ Laptop B ☐ Monitor A ☐ Monitor B	
Additional equipment approval ☐ Accessories package - max \$350 ☐ Desktop riser - max \$150	
Approved by _____	Position / authority _____
Approver email _____	Date _____
Conditions / comments _____	Effective date authorised _____
Typed signer name (fallback) _____	Signature note / reference (optional) _____

HAND-DRAWN SIGNATURE

Use Fill & Sign or Markup to draw or place the approving board member's signature.

Draw or place signature here

CONTROL NOTE This purchase request is an internal approval record, not a supplier purchase order. Approval authorises procurement up to the stated ceiling, subject to final availability, quote validation and the applicable financial delegation. The keyboard, mouse, mouse mat, HDMI cable and compatible USB-C dock are capped at \$350 combined, and the desktop sit-stand riser is capped at \$150. AppleCare and other accessories require separate approval.