



EMPLOY MILWAUKEE DESK AID

Employ Milwaukee • 2342 North 27th Street, Milwaukee, WI 53210 • (414) - 270 -1700



Participant Laptop Request

1. Establish and document the necessity

- Clearly define why the laptop is essential for the participant's professional development.
- The IEP or ISS must include laptop need as a Supportive Service.
- Case notes must explain:
 - Purpose of the laptop.
 - Confirmation that other resources have been exhausted.
- Provide supporting documentation specifying the laptop requirements (e.g., specs).

2. Submit Request via Email

- Send a request to the EMI Program Specialist, Attach:
 - Signed IEP/ISS.
 - All supporting documentation.
 - Clear rationale from case notes.

3. EMI Internal Review

- The EMI Program Specialist consults with the Program Manager to verify
 - Documentation is complete.
 - Case notes in ASSET justify laptop purchase.

4. Voucher Creation (Post Approval)

- Upon approval, create a Supportive Service Voucher using the current voucher process.
- Laptop options:

Option*	Model	Specs	Link
Chromebook	Acer Chromebook Spin 511 R753T	11.6", Intel Celeron N4500, 4 GB RAM, 32 GB eMMC US	Acer Chromebook Spin 511 R753T - 11.6" - Intel Celeron - N4500 - 4 GB RAM - 32 GB eMMC - US - NX.AYSAA.001 - Laptops - CDW.com
Windows	Acer Extensa 15 EX215-23	15.6", AMD Ryzen 3 7320U, 8GB RAM, 256GB SSD	Acer Extensa 15 EX215-23 - 15.6" - AMD Ryzen 3 - 7320U - 8 GB RAM - 256 GB SSD - US Intl - NX.EH3AA.001 - Laptops - CDW.com

*If unavailable the EMI Executive Assistant will select a comparable model.

- ETO details (if applicable)
 - Vendor: CDW Government
 - Voucher timeframe: One month window (e.g., 1/1/25 – 2/1/25).
 - Category: Employment or Training Related Items.
- Include Purchase Approval Request form (select "Purchase Order").

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5. Submit Voucher
 - Email completed voucher packet to the designated email address (e.g.: WIOA - ITAVoucher@employmilwaukee.org)
6. EMI Approval & Distribution
 - Documentation is reviewed by review by EMI Program Specialist then forwarded.
 - EMI Program Manager reviews and signs Purchase Approval Request.
 - Signed approval and voucher sent to the Career Planner and designated EMI Fiscal staff.
7. Laptop Acquisition & Pickup
 - EMI program staff forwards packet to the EMI Executive Assistant for purchase.
 - Upon arrival, EMI Executive Assistant forwards it to the Program Specialist.
 - Program Specialist arranges participant pickup.
 - If unreachable, Career Planner assists in contact.
8. Participant Signature & Final Documentation
 - At pickup, participant signs off acknowledging receipt.
 - EMI Program Specialist sends:
 - Receipt and sign-off to Career Planner and their Supervisor.
 - Career Planner uploads complete voucher packet, including receipt and signature.

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