

# INFORMATION TECHNOLOGY PURCHASE REQUEST



### Contact Information:

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

Phone: \_\_\_\_\_ Email \_\_\_\_\_ Dept.: \_\_\_\_\_

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

### Financial Information:

Hardware Budget Code: \_\_\_\_\_ Amount \$ \_\_\_\_\_

Software Budget Code: \_\_\_\_\_ Amount \$ \_\_\_\_\_

Other: \_\_\_\_\_ Amount \$ \_\_\_\_\_

### Technology Items:

QTY	PART NO.	DESCRIPTION	UNIT PRICE	TL AMOUNT

ADDITIONAL COSTS	DESCRIPTION	UNIT PRICE	TOTAL
Implementation			
Annual Costs			
Licensing			
Upgrades to Cabling			
Other			

*Please contact Information Technology for items not on the ITS Standards List*      **TOTAL** \_\_\_\_\_

Comments:

### Authorized Signatures:

**Supervisor Signature (Budget Manager):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Chief Information Officer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_