



# Information Resources Procurement Approval

**INSTRUCTIONS:** This form must be attached to all technology-related requisitions, including hardware, software, and services. Computer supplies, disks, ribbons, stock paper, etc., do not require this form. All appropriate signatures must be obtained prior to submission to Purchasing. Purchasing will reject purchase requisitions without the approval form or incomplete approval forms. Detailed instructions are outlined on the back of this form.

CONTACT PERSON NAME:	EXTENSION
DEPARTMENT	MAIL CODE
DEPARTMENT HEAD/DEAN APPROVAL	DATE

**FUNCTION**  
 User name: \_\_\_\_\_  
 Installation Location: \_\_\_\_\_  
 Describe in specific terms what this product or services will accomplish.

**MAINTENANCE** Describe your maintenance plans and source of funding

**FOR COMPUTERS ONLY**

**COMMUNICATION** Check the computers/networks with which you plan to communicate, and explain your specific needs.  
 ISIS (Academic System)     OASIS (Administrative System)     BITNET     INTERNET

**FOR IRM USE ONLY**

**COMMENTS**

REVIEW:    ATS \_\_\_\_\_ ASG \_\_\_\_\_ COMM \_\_\_\_\_  
 OTHER \_\_\_\_\_  
 APPROVAL:    IRM \_\_\_\_\_ DATE \_\_\_\_\_