



Procurement Approval Request



See Procurement Approval Request Instructions for detailed guidelines for completing this request. This form must be attached to all technology-related requisitions, including hardware, software, and services (but not computer supplies, such as disks, ribbons, stock paper, etc.). All technology-related requisitions must have the appropriate unit level approvals. Incomplete or inaccurate requests will be rejected. Submit completed requisition packages to the ITS Help Desk (LIB PW Lobby).

Requestor Information

Contact Name	Office Extension	Office Location
Department	College/Division	Mail Code
Approving Dean/Manager	Department Extension	Date

Procurement Information

User Name:	Installation Location:	
On-Campus Use: Describe the on-campus use for this product or service (be specific):		
Off-Campus Use: If this product or service is to be used or located off-campus, describe its use and requirements (be specific):		
SOFTWARE		
Number of installations of this software:	Number of licenses being purchased:	Is software customized (non-standard)? <input type="checkbox"/> Yes <input type="checkbox"/> No
If customized, what is the justification for this software?		
Describe the support plan(s):		
HARDWARE		
Check one: <input type="checkbox"/> Stand-alone hardware <input type="checkbox"/> Needs to be connected to the network		
Describe the maintenance plan(s):		
Describe additionally required resources (be specific):		
COMPUTERS / LAPTOPS / ELECTRONIC STORAGE DEVICES		
Check one: <input type="checkbox"/> Stand-alone computer <input type="checkbox"/> Server <input type="checkbox"/> Laptop <input type="checkbox"/> Electronic Storage Media (Flash drive, memory stick) <input type="checkbox"/> PDA		
Does this equipment need to be connected to the network? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Describe the maintenance plan(s):		
Describe additionally required resources (be specific):		
Will confidential information be stored on this computer/device? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, describe the confidential information that will be stored:		

FOR ITS USE ONLY

COMMENTS				
REVIEW	<input type="checkbox"/> Enterprise Systems _____	<input type="checkbox"/> IT Infrastructure _____	<input type="checkbox"/> IT Security/Compliance _____	<input type="checkbox"/> Support Services _____
VP ITS APPROVAL _____ DATE _____				