



TECHNOLOGY PURCHASE REQUEST FORM

REQUESTOR INFORMATION

Requester: _____ Date: _____
Department: _____ Dept #: _____
Project Title: _____

INSTRUCTIONS

- **Item Description:** Please list each technology item that you would like to purchase. If you need pricing information, contact Information Technology. The budget notes field can be used to show any budget transfers that you may need for the technology purchase.
- **Justification:** Please include the purpose of the technology, how many people it will serve, how often it will be used and attach any supporting documentation showing evidence of the need.
- **Print/Signatures:** Once you have filled out the form, print the document and obtain the following approval signatures in order. a. Supervisor/Department Head, b. Vice President, c. Budget Officer d. Director of Information Technology

ITEM DESCRIPTION

Item description:	Qty:	Cost per unit:	Total Cost:	Account Number:
Item description:	Qty:	Cost per unit:	Total Cost:	Account Number:
Item description:	Qty:	Cost per unit:	Total Cost:	Account Number:
Item description:	Qty:	Cost per unit:	Total Cost:	Account Number:
Item description:	Qty:	Cost per unit:	Total Cost:	Account Number:
Total Project Cost:			Grand Total:	

Budget notes:

JUSTIFICATION

APPROVAL

Supervisor/Department Head

Vice President

Budget Officer

Director of Information Technology