



[IT Purchasing Request Form](#)

This form must be completed for all hardware and software purchase/acquisition requests. All requests for approval for hardware and software purchased will be handled in the order received.

Date submitted:

Supervisor's name *(The approving supervisor will need to e-mail this as an approval.)*

REQUESTOR'S INFORMATION

Staff's Name:

Staff's Title

Dept/Program

Tel # number:

Funding source

TECH SPECIFICATION

Reason for purchase:

What applications do you typically use for work?

What applications do you typically run concurrently?

Do you travel with your computer?

YES

NO

Do you have any ADA related accommodations this computer helps to satisfy?

Do you present materials to others? *(If so, do you typically use your computer to present?)*

How long do you typically use your computer in a single sitting?

Please provide any other information you believe is relevant to the request:

For IT Use Only

Notes for ordering:

Size

Processor type

Memory

Hard Drive