



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.

REQUESTOR'S INFORMATION

Date submitted:

Staff's Name:

Title

Dept/Program

Tel # number:

Will this purchase replace staff(s) existing technology?

No

Yes, name of staff(s)

If yes, Asset Tag # (s)

Description of item to be purchased

Quantity needed

Funding source / Grant (include dollar amount allocated to purchase)

Do you travel with your computer?

YES

NO

Does this technology satisfy ADA related accommodations?

YES

NO

Reason for purchase (*explain need and what outcomes are achieved by this purchase*):

What applications are typically used?

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

Requestor's signature

Electronic signature indicates funding source has been reviewed and request is ready for supervisor review and approval.

SUPERVISOR'S APPROVAL

Supervisor's signature

Supervisor's electronic signature and form submission via e-mail to helpdesk@ciscentraltexas.org indicates funding source has been reviewed and item(s) are approved for purchase.

For IT Use Only

Notes for ordering:

Model

Size

Processor type

Memory

Hard Drive

IT Signature

COO Signature