



**\Office of Information Technology
Computer Equipment/Software Request Form**

Date: _____

Requested By: _____ **Ext.** _____ **Needed by date:** _____

Please provide the following information for your request. OIT can assist with any necessary pricing or quotes. Multiple forms can be used if more items are required.

Description	Quantity	Price Per Unit	Total Amount
		TOTAL	

Proposed Use/Expected Benefit: _____

IT Staff Recommendations/Input (If received): _____

**Thirteen digit department account number
(necessary for fulfillment that requires purchase)** _ _ _ - _ - _ - _ - _ - _ - _

Attach copies of any Information that would be helpful in processing your request. Submit completed form with necessary approved signatures to Information Technology Department. **Thank you!**

Requestor Sign-off **Date**

Chairperson/Manager Approval **Date**

Vice President Approval **Date**