



## Lucas County Information Services Checklist for Hardware/Software/Services

Department:

Funding  
Account &  
Description

Requestor:

Req. Date:

Vendor:

☐ State Term Contract ID

Type of Request (check all that apply):

☐ Hdw ☐ SW ☐ Services/New

☐ Purchase ☐ Lease ☐ Subscription

☐ Services/Support Renewal  
Original Purchase Date

Description or  
Nature of Request  
and for whom this  
is intended:

Hdw/SW/Service Item Descr

Quote #

Wrnty Term

Qty

Unit Cost

Support Cost

Total Cost

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Total Request

Business Reason or Justification:

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Planned Location:

If Other please specify:

Network Connection Required?

☐ Yes

☐ No

☐ N/A

LCIS installation assistance needed?

☐ Yes

☐ No

Date:

LCIS on-going support required?

☐ Yes

☐ No

☐ N/A

ITB or RFP completed?

☐ Yes

☐ No

☐ N/A

LCIS Management review completed?

☐ Yes

☐ No

Exclusion

DP Board Approved?

☐ Yes

☐ No

Exclusion

Date of Approval:

Comments: