IT Purchase Request Form

All IT-related purchases must be pre-approved by a Vice President and processed through the IT Department.

Section 1: Requestor Information

Name:	
Department:	
Email:	
Phone Extension:	
Date of Request:	

Section 2: Items Requested

List all items you are requesting below:

Item Description	Quantity	Estimated Cost	Purpose/Use Case

Section 3: Funding Information

Fund-Org-Account (for Charge)	

Section 4: Business Justification

Please describe why the item(s) are needed and how they will be used:

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Section 5: Vice President Approval

Name:	
Title:	
Signature:	
Date:	

Section 6: IT Review and Approval (To be completed by IT)

Reviewed by (Name):	
Comments:	
Decision (Approved/Not Approved):	
Date:	

Submit completed form to: Jose Velasquez/IT Services