



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)	
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Section 4: Business Justification

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

Section 5: Vice President Approval

Name:		Title:	
Signature:		Date:	

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

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

Submit completed form to: Jose Velasquez/IT Services