



Administrative Computer Hardware/Software Purchase Authorization Form

REQUESTED BY:

Contact Person: _____ Date: _____

Location/School: _____ Phone: _____

Purchase Justification: _____

Completion Target Date: _____

SOFTWARE VENDOR INFORMATION:

Software Name: _____

Company Name: _____

Software Description: _____
(Attach proposal!) _____

Purchase Cost: \$ _____ Annual Maintenance Cost: \$ _____

Financial Code: _____
Vote Project Object Departmental Use

COMPUTER HARDWARE INFORMATION:

Hardware Type: _____

Model/Brand Name: _____

Hardware Description: _____
(Attach proposal!) _____

Purchase Cost: \$ _____ Annual Maintenance Cost: \$ _____

Financial Code: _____
Vote Project Object Departmental Use

PURCHASE AUTHORIZATION SIGNATURES(must be completed): ITSS INTERNAL USE ONLY

Requesting Person: _____ Date: _____

Requesting Person's VP: _____ Date: _____

I.T. Services Representative: _____ Date: _____