JACKSONVILLE STATE UNIVERSITY

REQUEST FOR APPROVAL TO PURCHASE COMPUTER HARDWARE AND SOFTWARE

(Applies to purchases over $500.00)

Click to Reset Form and Erase All Text

FORM CAQ:01:R3

REQUISITION NUMBER: _____

TO: ***Department of Computer Services*****:** **REQUEST DATE** _____

FROM: (DEPARTMENT) _____ **CONTACT NAME / EXTENSION** _____

LIST QUANTITY, ITEM, DESCRIPTION, AND COST OF HARDWARE SOFTWARE:

QTY	*ITEM*	*DESCRIPTION*	*E-QUOTE NUMBER*	*UNIT PRICE*	*TOTAL PRICE*
					$0.00
					$0.00
					$0.00
SOURCE OF FUNDS _____			**TOTAL AMOUNT**		$0.00

Clear Data | Update Prices

SOURCE OF HARDWARE/SOFTWARE: _____

JUSTIFICATION

WHY IS THIS PURCHASE NEEDED? (*ATTACH ADDITIONAL SHEETS IF NECESSARY*):

_____

_____

_____

IS THIS PURCHASE TO BE USED WITH EXISTING HARDWARE/SOFTWARE? **NO** ☐ **YES** ☐

DESCRIBE: _____

IS SERVICE AND MAINTENANCE AVAILABLE? **NO** ☐ **YES** ☐

WHERE? _____

ARE DEPARTMENTAL FUNDS AVAILABLE FOR THIS PURCHASE AND MAINTENANCE? **NO** ☐ **YES** ☐

OTHER COMMENTS TO BE CONSIDERED:

_____

RECOMMENDATION:	**APPROVED**	**DISAPPROVED**	**NAME**	**DATE**
DEPARTMENT HEAD	☐	☐	_____	
DEAN / DIRECTOR	☐	☐	_____	

RECOMMENDATION:	**APPROVED**	**DISAPPROVED**	**NAME**	**DATE**
Executive Director, DIT	☐	☐	_____	

COMMENTS: _____

_____

_____

DATE SENT TO PURCHASING

DATE RECEIVED, DIT