

Unit Hardware/Software Purchase Request

To purchase new or an upgrade to existing computer-related hardware/software and after submitting an **InfoSys Service Request** to the InfoSys Service Desk, Library Unit personnel will complete the following items on a **Unit Hardware/Software Purchase Request** form:

Unit:	The Unit making the request.
Today's Date:	MM/DD/YY
Requester:	The Individual making the request.
Requests following items be purchased:	Give a quantity and an item description for up to 7 items being requested for purchase. Price information is optional.
Justification for purchase:	Give a short descriptive justification for purchase.
If the purchase is attached to or replacing current hardware, provide State or Found. # or Barcode (if no State/Found. #):	(Available from the Unit Hardware report) -- The State/Found. # or Barcode assigned to the computer-related hardware.
If the purchase is upgrading current software, provide the Software Serial # and matching Software Name:	(Available from the Unit Software report) -- The Software Serial # assigned by the manufacturer of the involved software; if necessary Technology Support will research the Current Assign's software Serial #.

Library Unit personnel will then obtain an authorizing signature from their Division (or Unit) Head. If the purchase recommendation is justified and fits within the Division priorities, the Division (or Unit) Head will sign the form. Once the Division (or Unit) Head has signed the form, she/he will forward the form to Technology Support, InfoSys (LL-453). Technology Support staff will produce the necessary purchase documentation and forward the forms to Linda Masse (LA-2250) in Library Admin Office. Linda will not process any Unit hardware/software orders without the form.

Technology Support will add an SR # to all **Unit Hardware/Software Purchase Request** form before submitting them to Linda (LA-2250) in Library Admin Office.

Technology Support will notify the form's Requester of the pending associated SR status after sending the form to Linda. The Service Request database used by the InfoSys Service Desk will reflect the date Technology Support files the order with Linda, the date the PO is sent to the vendor by campus Purchasing, the date the PO is received by InfoSys, the Requisition #, and the PO #, or that the order was disapproved by a Director. Contacting the InfoSys Service Desk for a status on the SR related to a particular order will give access to all of the above information. If the SR # changes from the one indicated on the **Unit Hardware/Software Purchase Request** form, the Requester will be notified of the new number for status checks.

Please Note: Related items such as computer table furniture, computer manuals, mouse pads, surge protectors, copy holders, diskettes, etc. should be purchased through regular divisional purchase procedures and **NOT** with the **Unit Hardware/Software Purchase Request** form or use of an InfoSys Service Request.