

Unit Hardware/Software Purchase Request

Unit: _____ Today's Date: _____

Requester: _____

Requests the following items be purchased:

Qty	Item Description

Justification for purchase: _____

If the item(s) requested is attached to or replacing current Hardware, please provide the current Hardware's State/Found. # or Barcode (If no State/Found. #):

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If the item(s) requested is upgrading current Software, please provide the Software Serial # and:

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matching Software Name:

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RUSH Required: ☐ RUSH Justification: _____

Division Head Approval: _____ Date: _____

Signature

Note: After approving the request, the Division Head will route the request to Technology Support, InfoSys (LL-453).

Internal Use

InfoSys Unit: _____ Today's Date: _____

InfoSys Reviewer: _____ SR # _____

Provides the following specifications and comments for the items requested:

Qty.	Item Description	Specs/Comments

Suggested Vendor: _____ Quote Date _____

Address _____ Contact _____

City, State _____ Phone _____

Zip _____ Fax _____

Use the following Email address for Software (electronic) download offers:

tsupport@rohan.sdsu.edu

Account #: _____ Gen. Funds ☐

Total Price: _____ Other Funds ☐

Division Director's Approval: _____ (initials) Date: _____

Disapproval: _____ (initials)

Management Group Approval Required: ☐ Yes ☐ No

01/02/01 IST