Unit Hardware/Software Purchase Request

Unit: _____ **Today's Date:** _____

Requester: _____

Requests the following items be puchased:

Qty	Item Description

Justification for purchase: _____

_____

_____

_____

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

_____|_____|_____|_____|_____

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

_____|_____|_____|_____|_____

matching Software Name:

_____|_____|_____|_____|_____

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).

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