

CSMIT – COLLEGE OF SCIENCE AND MATHEMATICS

IT PURCHASE REQUEST/ACQUISITION FORM

This form must be completed for all hardware and software purchase/acquisition requests. Send the signed form to CSMIT, Mail Drop – 8238 OR E-mail the form to esm_it@csun.edu. All the requests will be processed in the order received.

Name of the person using the hardware/software:		
Department:	Phone No.:	
Check one from below: Staff Office <input type="checkbox"/> Faculty Office <input type="checkbox"/> Part-time Faculty Office <input type="checkbox"/> Student Assistant <input type="checkbox"/> Other <input type="checkbox"/>		
Description of other: _____		
Type of Purchase (check one): Desktop <input type="checkbox"/> Printer <input type="checkbox"/> Laptop <input type="checkbox"/> Server <input type="checkbox"/> Software <input type="checkbox"/> Other <input type="checkbox"/>	Type of OS (check one): Windows <input type="checkbox"/> Mac OS X <input type="checkbox"/> Linux <input type="checkbox"/>	Type of request (check one): New <input type="checkbox"/> Renewal <input type="checkbox"/> Replacement <input type="checkbox"/> Upgrade <input type="checkbox"/>
Description of other: _____		
Location where the hardware/software will be installed:		
Please provide any other information/special needs for the purchase requested:		
Justification (Please include information about how the computer will be used. If you are requesting high-end specifications, be very explicit about the function that requires and justifies the cost):		
Maximum amount allocated for this purchase:		
Account chart fields: Account: _____ Fund: _____ Program: _____ Dept.: _____ Project: _____		
Faculty/Staff Signature:	Date:	
Chair's Signature:	Date:	