

A request has been made to purchase the items detailed on the attached specification sheets and quotations. The user that made this request has specified that the funds you manage are to be used for this purchase. Your signature is required to authorize this purchase. Along with your signature you must also provide any and all purchasing codes that will apply.

If you grant authorization, please return this form with its attachments to Tina Malcomb in the Office of Information Technology so the purchase process can be completed. If you have any questions concerning this purchase or the information provided, please contact the Office of Information Technology at ext. 4131.

Request Information

Requester: _____ Call Ticket #: _____ Request Date: _____
 Phone: _____ Unit: _____
 Intended Recipient: _____ Building / Room: _____

Brief Description of Purchase

Total Cost: \$ _____

Purchasing Codes

| | Sub Fund | Unit | Sub Object | Total Amount |
|----|----------|------|-------------|--------------|
| 1. | | | | \$ _____ |
| 2. | | | | \$ _____ |
| 3. | | | | \$ _____ |
| | | | Total Cost: | \$ _____ |

Budget Manager #1 Approval

I, as manager of the funds in Sub Fund #1, authorize this purchase.

 Name Date

Budget Manager #2 Approval

I, as manager of the funds in Sub Fund #2, authorize this purchase.

 Name Date

Budget Manager #3 Approval

I, as manager of the funds in Sub Fund #3, authorize this purchase.

 Name Date

Office of Information Technology Approval

To be ordered by Office of Information Technology To be ordered by Requesting Department

 Name Date

Recipient Acknowledgement (to be completed at the time of delivery)

I accept and acknowledge receipt of this item. I understand that I am responsible for presenting this item for inventory when requested and that any change of ownership or location must be documented with the Office of Information Technology.

 Name Date