

## **Instructions for Completing and Submitting Information Technology Services Purchase Requisition Form**

**(ITS Non-Standard Equipment - Faculty Purchases Only)**

**Prior to the initiation of this form, please contact the Help Desk (x70911) to schedule a needs assessment or purchase consultation.**

In order to proceed with the purchase of non-standard equipment that will be funded from IFA, Startup, or other available funding outside of ITS capital funds, a completed and approved ITS Non-standard Equipment Purchase Requisition Form is required.

The faculty member must gain the Dean of Faculty's permission after consulting with the Director of ITCS (or the Director's delegate).

### **Completing the ITS Non-Standard Equipment Purchase Requisition Form**

1. Purchase Request: The faculty member must provide a description of the items to be purchased, indicate the cost of equipment and source of funding, and sign the purchase request.
2. IT Acknowledgement: ITS will complete the IT acknowledgement section, acknowledging that the faculty member has consulted with ITS.
4. Account/Fund Verification: The faculty member should submit the form to the Treasurer's Office for budget availability verification.
5. Acknowledged and verified forms should be submitted to the Dean of the Faculty for approval.
6. With approval from the Dean of the Faculty, the faculty member may proceed with the purchased of the equipment.