Information Technology Services Purchase Requisition Form
(ITS Non-Standard Equipment - Faculty Purchases Only)

Last Name: _____   First Name: _____

Department: _____   Extension: _____

I would like to purchase the items described below, using funds from: ☐ IFA   ☐ Start Up Funds   ☐ Other

Account Number: _____   Up to amount $: _____

Description of Items to be Purchased

I have met with ITS, and have elected to purchase non-standard equipment. I have received and read the Faculty Guide to IFA Purchasing of Technology at CMC, and I understand that non-standard equipment will not be supported by ITS. I do not expect to receive support for the following:

· Installation and support of CMC licensed software
· ITS support for hardware, software, and software installation
· Access to CMC's wired network enabling access to all customary network resources (printing, shared drives, u: drive)
· Support for hardware upgrades, troubleshooting, or loaner provision if this equipment is being serviced or repaired
· Handling of warranty issues (replacement parts, recording of assets, negotiation and resolution with vendor)

After four years, as a zero-dollar asset, technology purchased with IFA funds may be retained by the faculty member for personal use. However, the asset will no longer be considered CMC property, hence will not be subject for support by ITS. It is the responsibility of the faculty member to remove any CMC-licensed software or return the item to ITS for proper disposal.

Purchase Request - Faculty Member

_____   _____   _____
Print Name   *Signature*   *Date*

IT Acknowledgement - ITS

_____   _____   _____
Print Name   *Signature*   *Date*

Account/Fund Verification - Treasurer's Office

_____   _____   _____
Print Name   *Signature*   *Date*

Purchase Approval -Dean of the Faculty

_____   _____   _____
Print Name   *Signature*   *Date*

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