



Faculty Standard Equipment - Purchase Requisition Form

Last Name: _____

First Name: _____

Department: _____

Extension: _____

Description of Items to be Purchased

Remember to attach your ITS quote/quote to this form

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

I authorize ITS to charge up to the amount of \$_____ plus tax and shipping as necessary, for the items listed above.

Spend Category Label

Program	Project	Grant	Gift	Cost Center	Fund	Function

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 Authorization- Faculty Member

Print Name

Signature

Date

Account/Fund Verification and Approval

Account/Fund Verification - Treasurer's Office

Print Name

Signature

Date

Completed forms should be submitted to:

**ITS Purchase Requisition Request (Faculty Purchases)
Instructional Technology and Client Services
Roberts South, Room12**

Completed by ITS

ITS Approval:

Print Name

Signature

Date

Ordered By: _____

Date Ordered: _____

Vendor: _____

PO#: _____