Faculty Standard Equipment - Purchase Requisition Form

Last Name: _____   First Name: _____

Department: _____   Extension: _____

Description of Items to be Purchased

Remember to attach your ITS quote/equote 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)**
Information Technology Services
Roberts South, Room12

Completed by ITS

ITS Approval:

_____   _____   _____
Print Name   ***Signature***   ***Date***

Ordered By: _____   Date Ordered: _____

Vendor: _____   PO#: _____

Rev:3JM091415