

Technology Purchase Request Form

All computers, peripheral computing equipment, audio/visual equipment and any accompanying software purchases for faculty and staff must be preapproved by ITS. Faculty requests may also require approval by the Dean of the College. Faculty are **not** to purchase equipment/software with personal or departmental credit cards and subsequently submit receipts for reimbursement; all acquisitions will be processed by ITS using regular College purchasing procedures. Once completed, submit this form to helpdesk@centre.edu with a subject line of *Technology Request Form*.

***See additional instructions/notes on page 2.**

Section I (to be completed by requesting faculty/staff member):

Name: _____

1. List the hardware and/or software being requested. ITS personnel can assist in developing specifications and configurations.

2. Describe how the acquired technology is to be used in support of the individual's College-related professional activities.

3. List any equipment that is being replaced by this acquisition and that will, henceforth, be returned for proper processing within the College inventory.

4. Provide the account number to be used. No requisitions will be entered into the purchasing system until all approvals have been achieved.

Section II (to be completed by ITS): See attached quote.

Vendor: _____ Quote Number: _____

Approved by: _____ Date: _____

Section III (to be completed by the Dean):

Approved by: _____ Date: _____

Additional notes:

- All technology purchase requests (hardware, software, etc.) from faculty and staff are submitted to ITS so that our staff can obtain the best pricing and to confirm that the item is suitable for your needs and meets our network requirements or other specifications.
- For end of budget year requests, please submit to ITS **no later than the first Friday in May** using the Technology Request form: <http://wiki.centre.edu/its/docs/TechnologyRequestForm.pdf>
- Email your form to helpdesk@centre.edu with a **subject line of:** *Technology Request Form*
- ITS will review the request and we will pass it on to the Dean's office if needed (depending on the funding source).
- If you need help creating a quote (from Apple, Dell, etc.) for your request, please email helpdesk@centre.edu with a **subject line of:** *Quote Needed for Technology Request* (for computers, iPads and some other purchases we do need an actual quote) explaining exactly what you need a quote for and specifying any limits on what you can spend.
- If your request is an online purchase (from Amazon, for example), you can print the page and attach it as the quote. Please be aware that sometimes prices change between the time you submit and the time approval is complete and we can order; if you need to be contacted about any price change note that on your Technology Request Form.
- Remember, shipping will likely be added and may or may not be included on quotes. Please allow for this cost.
- Please be sure to include the account number you would like charged for the order.

If you have other questions about technology purchases, feel free to contact ITS and we will find the answers you need. If you have questions about account numbers, end of fiscal year requirements for particular funding sources or need any other finance/business information, please contact the Finance Office or your department chair.