



**UNIVERSITY OF  
GEORGIA**  
University Housing  
*Student Affairs*

**Request for Information Technology (IT) Equipment Purchase**  
*Please Reference Information Technology Equipment Purchases Policy*

Date: \_\_\_\_\_

Requestor: \_\_\_\_\_

Item requested: \_\_\_\_\_

Request justification: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**(IT office use only)**

**Request number:**

Requestor submits IT support request to the IT office to request a price quote and purchase.

IT support request #: \_\_\_\_\_

IT office provides a price quote to requestor Price: \$ \_\_\_\_\_

IT staff routes form and price quote to appropriate unit director. Date: \_\_\_\_\_

Approved Account number: \_\_\_\_\_

Rejected

Director's signature: \_\_\_\_\_

Director routes this form to the IT staff when the IT form has been approved or rejected.

IT staff shops and assigns cart to appropriate unit administrative associate. Administrative Associate

notifies IT staff the order has been placed. Date: \_\_\_\_\_

IT staff notifies administrative associate when order is received. Date: \_\_\_\_\_

☐ Item is delivered to the requestor.

Date item is installed: \_\_\_\_\_

Installed by: \_\_\_\_\_

Date support request is closed: \_\_\_\_\_

Closed by: \_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_