



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: _____
