



**UNIVERSITY OF  
GEORGIA**

University of Georgia  
University Housing  
**Request for Information Technology 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 staff provides a price quote to requestor Price: \$ \_\_\_\_\_

IT staff routes required forms and price quote to unit director.

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

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

IT staff assigns cart to appropriate purchasing specialist.

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

IT staff notifies the purchasing specialist when order is received. Date: \_\_\_\_\_

Item is delivered to the requestor.

Date item is installed: \_\_\_\_\_ Installed by: \_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_