

A request has been made to purchase the items detailed on the attached specification sheets and quotations. The user that made this request has specified that the funds you manage are to be used for this purchase. Your signature is required to authorize this purchase. Along with your signature you must also provide any and all purchasing codes that will apply.

If you grant authorization, please return this form with its attachments to Ron Hamilton, Chief Information Officer so the purchase process can be completed. If you have any questions concerning this purchase or the information provided, please contact Ron Hamilton at 681-753-5191.

Request Information

Requester: _____ Call Ticket #: _____
 Unit: _____ Request Date: _____
 Phone #: _____ Building / Room: _____
 Intended Recipient: _____

Brief Description of Purchase

Purchasing Codes

Fund	Organization	Account	Total Amount

Budget Manager Approval

I, as manager of the funds being applied, authorize this purchase. I DO NOT authorize this purchase.

 Name _____ Date _____

I authorize this item to be used at home or as a mobile device. I DO NOT authorize this item to be used at home or as a mobile device.

 Name _____ Date _____

Office of Information Technology Approval

To be ordered by Office of Information Technology To be ordered by Requesting Department

 Ron Hamilton _____ Date _____

Recipient Acknowledgement (to be completed at the time when delivered to IT)

I accept and acknowledge receipt of this item. I DO NOT accept and acknowledge receipt of this item.

 Name _____ Date _____

Recipient Acknowledgement (to be completed at the time of delivered to requestor)

I accept and acknowledge receipt of this item. I DO NOT accept and acknowledge receipt of this item.

 Name _____ Date _____