



**MISSISSIPPI STATE
COMMUNITY COLLEGE**

REQUEST FOR COMPUTER HARDWARE OR SOFTWARE

From _____ Date _____

Department Name _____ Index Code _____

Items requested: Hardware Software

Description and number of each item requested _____

Intended use of items requested _____

Estimated Costs: _____

Check one: Information Systems Plan Number _____ Not in plan

Where will this hardware/software be located? Building _____ Room _____

Who will be responsible for maintaining the software license? _____

Check one: New items Replacement items Software upgrades

If replacement: Indicate the serial number and/or tag number of items being replaced

List all current and future maintenance costs payable to a vendor to include service fees, re-licensing costs, and annual maintenance costs _____

Will the items requested be connected to a network? _____

Are new connection(s) to the network required? _____

INFORMATION SERVICES COMMENTS: _____

_____ Information Services Recommendation _____ Date

PURCHASING INFORMATION:

P.O. # _____ P.O. Date _____ By _____