



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: _____

Vendor Name: Apple Dell Computers Other: _____

Be sure to obtain a quote from Randy Foust (rfoust@pstcc.edu) if this order is from Apple or Dell Computer

Estimated Costs: _____

Where will the 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 cost, and annual maintenance costs: _____

Will the items requested be connected to a network? Yes No

Are new connection(s) to the network required? Yes No

INFORMATION SERVICES COMMENTS: _____

VP Information Services

Date

PURCHASING INFORMATION:

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