Request Category: ____ Supplies/Equipment  ____ Technology  ____ Professional Services

UNIT INFORMATION

Requester: ____________________________

Extension: ______

Office/Department: ____________________________ Approval: ____________________________

Unit that will use the resource: ____________________________ Dpt. Dean: ____________________________

Date: ______ Dpt. V.P.: ____________________________

Justification for Procurements (Including Contracts/STA )

1) Please briefly put into words what you are requesting.

2) Describe specifically the purpose of your request. How will the equipment /supplies/printing, etc. be used? Is it essential in respect to the college’s operation?

3) For equipment requests:

   a. Will the requested equipment require a maintenance agreement and/or support personnel? If yes, what are the projected costs?

   b. This equipment is: ☐ new ☐ replacement

Approval by: ____________________________ Signature: ____________________________ Date________

College Financial Administrator

Approval by: ____________________________ Signature: ____________________________ Date________

College President or designee