



# ITS Procurement Approval Request



**See Procurement Approval Request Instructions for detailed guidelines for completing this request.** This form must be attached to all technology-related requisitions, including hardware, software, and services (but not computer supplies, such as disks, ribbons, stock paper, etc.). All technology-related requisitions must have the appropriate unit level approvals. Incomplete or inaccurate requests will be rejected. Submit completed requisition packages to the ITS Help Desk (LIB PW Lobby).

## Requestor Information

Contact Name	Office Extension	Office Location
Department	College/Division	Mail Code
Approving Dean/Manager	Department Extension	Date

## Procurement Information

<b>User Name:</b>	<b>Installation Location:</b>
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This product or service will used (check one of the following):

On Campus    Off Campus    Both on and off campus

Describe the use for this product or service (be specific):

### Accessibility Compliance

If the total cost of this procurement is \$50,000 or more, has an Electronic and Information Technology (E&IT) Procurement Approval Request been completed? (check Yes or No)

Yes    No

If you checked Yes, attach it and all applicable Voluntary Product Accessibility Templates (VPATs) to this request. If you checked No, complete the E&IT form and attach it with all applicable VPATs to this request. For more information, visit the E&IT Web page at:

[http://www.calstatela.edu/accessibility/ati/e\\_it/](http://www.calstatela.edu/accessibility/ati/e_it/). The E&IT form is available online at: <http://www.calstatela.edu/its/forms>.

### SOFTWARE

Number of installations of this software:	Number of licenses being purchased:	Is software customized (non-standard)? <input type="checkbox"/> Yes <input type="checkbox"/> No
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If customized, what is the justification for this software?

Describe the support plan(s):

### COMPUTERS, LAPTOPS, ELECTRONIC STORAGE DEVICES, and OTHER HARDWARE

Check one:  Stand-alone computer    Server    Laptop    Electronic Storage Media (Flash drive, memory stick)    PDA

Does this equipment need to be connected to the network?  Yes    No

Describe the maintenance plan(s):

Describe additionally required resources (be specific):

Will confidential information be stored on this computer/device?  Yes    No

If yes, describe the confidential information that will be stored:

## FOR ITS USE ONLY

Comments:	
ITS Unit Review and Approval (check the appropriate box and sign after reviewing and approving this procurement request):	
<input type="checkbox"/> Enterprise Systems _____	<input type="checkbox"/> IT Infrastructure Services _____
<input type="checkbox"/> IT Security and Compliance _____	<input type="checkbox"/> Support Services _____
VP ITS and CTO approval signature:	Date