TO: (For Instructional or Research Uses)  
Associate Vice Chancellor for Campus Information Technologies and Educational Services  
FROM: (Name of person submitting request)

SUBJECT: Proposed Computer Hardware/Software (HW/SW) Acquisition by (Departmental or Unit Identification and Requisition or Stores Requisition number)

1. Description of equipment: The manufacturer, model number and/or descriptive phrases sufficient to indicate the type of HW/SW requested. If competitive bid procedures have been completed, so indicate.*

2. Cost: The normal commercial market value of the complete HW/SW exclusive of any discounts, allowances, trade-ins, etc.*

3. Purpose: Describe the intended application of the HW/SW which is to be purchased.

4. Justification: Briefly explain why the HW/SW explained in item 1 is the solution to the application described in item 3, why it is needed, and why the suggested vendor may be considered the sole source.

5. Method of financing: Outright purchase, lease purchase, rental, etc. If other than outright purchase, indicate the amount and frequency of payments*. (This option is not available through the Computer Center.)
6. **Source of funds:** Account number and title if from an internal University account. If funded with non-University funds, indicate the sponsoring agency, e.g. NSF, NIH, etc.*

7. **Provisions for maintenance, operating personnel and supplies:** If the proposed acquisition will require maintenance, operating personnel, and/or supplies for its support, indicate the cost and source of funds to be provided on a recurring basis for these items.

8. **Impact on University-supported facilities:** Will the proposed acquisition cause appreciable change in the work load or the financial support of University-funded facilities?

9. **Responsible staff member:** Person initiating the proposal or the person who would hold principal responsibility for operation of the proposed HW/SW.

10. **Contract Officer Approval:** When equipment is to be purchased from grant or contract funds, it is necessary in certain cases to secure approval from a designated contract officer before the purchase transaction can proceed.

    Most federal agencies have this requirement unless the proposed equipment has been specifically identified in the original contract or grant document. The applicant is requested to respond by stating whether such a requirement applies to the present acquisition and, if so, whether (or when) the requirement will be satisfied.

    Contract officer approval is separate from the computer acquisition policy, but it is requested so that the information will be available at this stage in order to expedite the procurement process.

11. **Comments:**
*A copy of the completed Requisition or Stores Requisition may be attached in lieu of providing this information a second time. Please indicate "see attached" if this is done.