

**Microcomputer-related Purchase Request**

Requestor \_\_\_\_\_

Department \_\_\_\_\_ Telephone No \_\_\_\_\_

1. Type of Use:  
\_\_\_\_ Administration \_\_\_\_ Instruction  
\_\_\_\_ Research \_\_\_\_\_ Other

2. Acquisition of:  
\_\_\_\_ Hardware \_\_\_\_ Software  
\_\_\_\_ Peripheral/Component

3. Justification: (Be specific. Attach additional sheets, supporting documentation, as appropriate.)

4. Description of item(s) to be acquired:  
Attach technical specifications, brochures, price quotes or other supporting information.

5. Price quotes or estimate (attach email, fax, or other documentation) [optional]

6. Fund: \_\_\_\_\_  
Library/DNS                      Special (supply fund # or name of program/grant)

Department Head:  
Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_ Approved      Comments:  
\_\_\_\_ Disapproved

Division Head  
Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_ Approved      Comments:  
\_\_\_\_ Disapproved

DNS \_\_\_\_\_ Date Reviewed \_\_\_\_\_

**FISCAL SENDS COPY OF COMPLETED FORM TO REQUESTOR'S DEPT. HEAD**