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