I. <u>Procurement Form – Hardware and Software Purchases:</u>

   A. All computer-related purchases made with departmental purchase orders or credit cards must be approved by the Chief Information Officer (CIO) prior to purchase. This includes all hardware (computers, printers, scanners, and peripherals), software, and apps sold through the Apple Store.

   B. Purchases made with personal funds must also be approved by the CIO before reimbursement via Banner Payment Authorization.

   C. Part 1 – Product & Purchase Information

      1. Department

      5. Product manufacturer/brand needed

      6. Product Model/Version needed

      7. Website

      8. Quantity

      9. Description of the requested purchase

   D. Primary User (Who/Where the product will be used)

      1. Users Name

      2. Location

      3. User Type

   E. Contact Information

      1. Your Name

      2. Email

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F.   After the purchase is approved you will be emailed the authorization.

    1.   Attach the Authorization to the DPO and process.