

IT Purchase Request/Acquisition Form

This form must be completed for all hardware and software purchase/acquisition requests. All requests for approval for hardware and software purchases will be handled in the order received.

Date submitted: / /	Manager name <i>(The approving manager will need to email this as an approval.)</i> *:		
Requestor name:		Phone number: Á	Ext.:
Agency:	Division/program:	Section:	
Contact:		Phone number: Á	Ext.:
Ship to:			
Street address 1:		City/State: Á	ZIP:
Street address 2:		City/State: Á	ZIP:
Department funded items (codes): Agency: Index: PCA:		Check if an accommodation purchase: <input type="checkbox"/>	

If the system user is not DHS/OHA employee, please complete form 0785. Contact the Information Security Office with questions.

Requested hardware or software (<i>jbWí XYdescription</i>):	Quantity:

Please list specific business requirements for the request *fjbWí XYWJhM]Uñ Uñia i ghVY'a YhVmi*
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Please provide any other information you believe is relevant to the request:

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*Email the form to **Computer.Request@state.or.us**.

OIS internal use only	
ITAM request number:	
Notes:	