## ITS Purchase Request Form

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| Form Instructions |

* Please complete this form electronically.
* Have the manager/chair sign form.
* Email form as attachment to its@moody.edu OR deliver a hard copy to the ITS Support Center

*If you have any questions concerning how to fill out this form or obtain the information for the form, please contact the ITS Support Center to speak with a consultant. New purchase requests are reviewed on a weekly basis. ITS will contact you in one week concerning this request.*

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| Employee Information | | | | |
|  | | | | |
| Employee Name: |  | | | |
| Employee ID: |  | |  |  |
| Job Title: |  | | Department: |  |
| Manager: |  | | | |
| Date: |  |
|  | | | | |
| Item Information | | | | |
|  | | | | |
| Item Description: | | | | |
|  | | | | |
| Educational Impact:    Cost (Initial and Recurring):    Period of Usage:    **Importance of Item:**  Essential  Important  Desirable  **Account # (required):**  **Cost Center # (required):**  **Approval:**  Manager/Chair Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_ | | | | |