## 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 |
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| 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:\_\_\_\_\_\_\_\_\_\_\_ |