

REQUESTED INFORMATION		Tracking Number: _____	
School Unit/Division			
Requestor Name/Budget Manager			
Telephone		Estimated Project Cost	
Name of IT Advisor			
Funding Source	<input type="checkbox"/> State (Dept. Funding) <input type="checkbox"/> Title III <input type="checkbox"/> Other Grant		
Will this equipment be purchased with a Purchase Card? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Verizon Wireless Purchase: Is this purchase for a <i>wireless communications device</i> ? <input type="checkbox"/> Yes <input type="checkbox"/> No	Verizon Wireless Purchase: What type of purchase? <input type="checkbox"/> New <input type="checkbox"/> Upgrade <input type="checkbox"/> Replacement		
SECTION A: Brief Description of what is being purchased. <i>(In the box below, please provide a brief description)</i> <input type="checkbox"/> New System/Upgrade <input type="checkbox"/> Expansion <input type="checkbox"/> Replacement			
SECTION B: What is the primary use of the requested equipment/software? <i>(In the box below, please provide a brief description)</i> <input type="checkbox"/> Academic Instruction <input type="checkbox"/> Administrative <input type="checkbox"/> Research <input type="checkbox"/> Service			
SECTION C: How will this purchase mitigate risks? <i>(In the box below, please provide a brief description)</i> <input type="checkbox"/> Strategic <input type="checkbox"/> Operational <input type="checkbox"/> Financial <input type="checkbox"/> Reputational <input type="checkbox"/> Regulations/Compliance			
SECTION D: For Software Request <u>ONLY</u>			
Select the type that applies. <input type="checkbox"/> Student related <input type="checkbox"/> Staff related <input type="checkbox"/> Faculty Related How many licenses will be purchased or required? _____ Is there an annual renewal? <input type="checkbox"/> Yes <input type="checkbox"/> No			
SECTION E: Data			
Does this purchase of software service or device collect, store, process or distribute restricted data? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(i.e. any type data that will adhere to FERPA, HIPAA, other confidential data)</i> Will the data need to be backed-up? <input type="checkbox"/> Yes <input type="checkbox"/> No			
SECTION F: EQUIPMENT REQUESTS			
Location of Equipment (building/room number)	Person/Department equipment Assigned to:		



INFORMATION TECHNOLOGY SERVICES

Electronic Device Purchasing (EDP)

PART II: *If this purchase is software or cost over \$ 1, 000.00, please complete the section below.*

List the University goal or objective in which this purchase addresses.			
Expected Date of Project Completion			
Target AUDIENCE: (Check all that apply)		<input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Students <input type="checkbox"/> Other _____	
What departments will be affected by this project/ purchase?		List the functional users.	
ITS Support (Please indicate below the expected ITS Support) <i>(In the box below, please provide a brief description)</i>			
<input type="checkbox"/> Network Support	<input type="checkbox"/> Desktop Support	<input type="checkbox"/> Application Support	<input type="checkbox"/> Other Support
List the measurable improvement outcomes. <i>(In the box below, please provide a brief response)</i>			
What dependencies if any are expected to already be in-place and operational for the project to be completed? (e.g. access to Student IDs from Banner, phone numbers of all University affiliates, list of all hourly employees, etc.)			
Provide a description of tasks which will be assigned to functional users. <i>(In the box below, please provide a brief description)</i>			
List the milestones to be accomplished. (Include Dates) <i>(In the box below, please provide a brief description)</i>			
			Date:
			Date:
			Date:
			Date:
EDP Authorization Signatures:			
_____		_____	
Vice-President of Business Unit/Academic Department		Date	
_____		_____	
Vice-President, Chief Information Officer		Date	
_____		_____	
Vice-President of Fiscal Affairs (If exceeds \$ 100,000.00)		Date	