



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. Send completed requests to help@midsouth.ualr.edu

Date Submitted: / /	Manager Name (The approving manager will need to email this as an approval):			
Requestor Name:		Requester Email:		Phone Number:
Designated Item Owner/Owners:				
Owner Site Location:				
Owner Office Number:				

NOTE: If more equipment is needed, please fill out multiple forms. If an item is intended as a backup device or the owner isn't yet known, fill the owner name as "Spare," and send an email to itpurchasing@midsouth.ualr.edu with the owner name once the device has been distributed.

Requested Hardware or Software (Include Description)	Quantity

Funding Information:

Grant Program	Grant Tag # (If Known)	Percent Split

Please provide the reason for the purchase (I.E. New employee, replace old device, etc.):

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