

**Peru State College
Computer Hardware/Software Request form**

Submitter/Department: _____

Date: _____

Please describe the equipment and/or software you need purchased and the location for the installation (*please provide as much information as possible*):

Estimated cost for Hardware: _____

Estimated cost for Software: _____

Total Estimated Cost: _____

Budget code to use for this purchase: _____

Is this equipment going to replace equipment you currently have? _____

If so, what is to be the disposition of your current equipment?

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Approval of Dean or Director: _____ **Date:** _____

Approval of Area VP: _____ **Date:** _____

Chief Information Officer: _____ **Date:** _____

This form, with all signatures, must accompany any request for purchase being sent to the Accounting Office.