

ORDER REQUEST FORM

Requester Name: _____ Dept: _____ Phone: _____ Date: _____

Account Manager: _____ Vendor: _____

Change to existing order: No Yes If Yes existing PO#: _____ Contract#: _____

Project#: _____ (Type of project: PIP Wireless Multi-Department Other)

| QTY | Description/Model#/Part# | Unit cost | Total cost |
|--------|--------------------------|-----------|------------|
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| | | | |
| | | | |
| Total: | | | |

Is this order renewable? No Yes If yes, is order for: Maintenance Software Licensing

Are any items above part of an asset? No Yes If Yes, is asset New or Existing? New Existing

If asset is *Existing* please provide asset#: _____

If asset is New please provide the following: Building location: _____ Room#: _____

Estimated completion date: _____ Estimated total amount: _____

Years expected to retain asset once complete: _____

Special Delivery Instructions: No Yes If Yes, explain here: _____

Notes

What is the purpose/need for this order? _____

Requester Notes: _____

Manager Notes: _____

CIO/FD/FO Notes: _____

| | | |
|------------------------------|-----------------------|-------------|
| For Business Office Use Only | | |
| FO Verification: _____ | Date Processed: _____ | Req#: _____ |