UNT | HEALTH SCIENCE CENTER

Automation Hardware/Software Request

To: Executive Director, Information Technology Services

From Department: **Date:**

Contact Person: **Phone/ Ext.:**

Request:

A. Generic Description:

B. For Use In (check one):   C. To be used with existing equipment?   **Yes**   **No**
    Administration/Office   If "**Yes,**" provide information on existing equipment;
    Computer Lab
    Education
    Medical/Clinical
    Research/ Scientific

D. Justification:

Qty.	Description	Unit Cost	Total Cost
		Grand Total	

If more line items are needed, use a second form. Please attach quote.

FOR ITS USE ONLY	
*Approval: **Yes** **No**	**Comments:**
Signature: **Date:**	

*ITS approval is for automation needs and ADP architecture compliance, and <u>does not</u> constitute funding approval.

Instructions

Process:
If you have Adobe Acrobat Professional (or Adobe Reader), save form and e-mail it to the Helpdesk@unthsc.edu as an attachment or click the "Submit" button. Please include the quote. The approved form will be e-mailed to you unless you specify differently. You may also fax it to 0266.

Purpose:
To maintain compatibility with equipment, within the network, to eliminate unnecessary procurement of software, where a center site license provides for all, and to insure that all equipment satisfies the requirements in the event of an information system upgrade.

Procedures:
In accordance with the Computer Hardware & Software Procurement & Support Policy, 4.317, 1, part a; "all hardware and software with a cost per unit exceeding $1,000, except the Recommended Hardware on the Help Desk web page, must be justified through the use of the Automation Hardware/Software Request form." In addition, any communications or network devices such as; routers, switches, hubs, airport-base stations, and modems purchases requires this form.

ITS Control Number:
This is assigned by ITS and is to be left blank by the requester.

From:
Enter requesting unit (department, office).

Date:
Enter date of request

Contact Person:
Enter the person who may be contacted for questions regarding the items.

Phone / Ext.:
Enter the phone number/ extension that the contact person can be reached.

Request:
A. **Generic Description:** Enter a generic description of the item such as laptop computer, software, printer, etc.

B. **For Use In:** Check the box that best describes where equipment will be used.
C. **To be used with existing equipment? Yes   No :** If the equipment will be used in conjunction with existing equipment, please select "Yes" and describe the current equipment. Otherwise select "No".
D. **Justification:** Explain in NON TECHNICAL terms what functions the hardware/software will support and why the item/s are needed.

Qty.:
Enter number of items being purchased.

Description:
Enter the actual name of item being requested

Unit Cost:
Enter the cost of one item/unit or package.

Total Cost:
The total cost of the items on a line. NOTE: the total cost will be calculated automatically

FOR ITS USE ONLY
Approval: The ITS department will determine if the requested item will be supported by ITS staff as well as the network/infrastructure.
Comments: If the request is not approved /supported, the contact person will be notified and the reason for disapproval will be written in this area
Signature: An ITS representative will sign to acknowledge that the requested item has been reviewed.
Date: Date information was signed / verified.