



Information Technology Deployment Request and Approval Form

This form must be completed for all deployment requests for up to 10 pieces of equipment (more require a deployment plan). Routine requests for deployment will be handled in the order received. Please be thorough to avoid delays. Requests missing the **Customer Number to Bill** are unable to be fulfilled.

Requestor Information - This is an authorized requester that can answer all questions about the request			
Date submitted:	<i>Is this related to an accommodation need?</i> Yes <input type="checkbox"/> No <input type="checkbox"/>		If Yes, name of HR contact:
Requestor name:	Phone number:	Agency:	Department:
Request #1 – Who is this for?	Request #2 – Who is this for?	Request #3 – Who is this for?	
Staff name(s) or position #(s) if TBD:	Staff name(s) or position #(s) if TBD:	Staff name(s) or position #(s) if TBD:	
Division/Office Name:	Division/Office Name:	Division/Office Name:	
Street/City Address (include suite/office#):	Street/City Address (include suite/office#):	Street/City Address (include suite/office#):	
Phone number:	Phone number:	Phone number:	
Customer Number to Bill (i.e. AHS06) :	Customer Number to Bill (i.e. AHS06) :	Customer Number to Bill (i.e. AHS06) :	

For descriptions of equipment, please refer to the [IT Purchasing](#) website. If you are unable to find the equipment or software you desire on this form, please use the [Information Technology Purchase Request and Approval Form](#) located at the link above.

Request #1 – Hardware	Request #2 – Hardware	Request #3 – Hardware
Equipment:	Equipment:	Equipment:
Is this for a new IT asset or replacement/upgrade of an existing IT asset?	Is this for a new IT asset or replacement/upgrade of an existing IT asset?	Is this for a new IT asset or replacement/upgrade of an existing IT asset?
Monitor(s):	Monitor(s):	Monitor(s):
Quantity of Monitors:	Quantity of Monitors:	Quantity of Monitors:
Accessory:	Accessory:	Accessory:
Accessory:	Accessory:	Accessory:

Request #1 – Software	Request #2 – Software	Request #3 – Software
Software:	Software:	Software:

Request #1 – Installation information	Request #2 – Installation information	Request #3 – Installation information

Request #1 – Disposition of old equipment	Request #2 – Disposition of old equipment	Request #3 – Disposition of old equipment

Other Relevant Information:



Information Technology Deployment Request and Approval Form

Requests require authorization by the IT Purchasing Approver / IT Manager before processing, additional approvals may be required according to cost thresholds and departmental procedures.

Department Approvals			
TITLE OF APPROVER	DATE	<i>By checking the "Authorize" box and entering your name below, you are confirming your electronic signature and authorizing this form:</i>	
Supervisor / Manager		Authorize: <input type="checkbox"/>	Name:
Other - Please provide title:		Authorize: <input type="checkbox"/>	Name:
Other - Please provide title:		Authorize: <input type="checkbox"/>	Name:
Other - Please provide title:		Authorize: <input type="checkbox"/>	Name:
Other - Please provide title:		Authorize: <input type="checkbox"/>	Name:

Once this request has been fulfilled, you will receive a bill from the ADS Business Office within 30 days. For reference information regarding the items requested, please refer to the [IT Procurement](#) website billing sheet. Only authorized business office personnel and Authorized IT Approvers / IT Managers will have access to this site.

For Business Office Use		
Department Purchase Authorization # /PO#:	Bus Unit/ GL Unit:	Department ID:
Program Code:	Fund Code:	Project Code:
Acct/Expense Code(s):	Class Code:	
Accounting Notes:		

IT Purchasing - Internal Use Only