





IT Purchasing  
Internal Use Only

# ADS Deployment from Stock Request 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 billing detail 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. Should you require access, please contact [Jeff Seguin](#)

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:		

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