

OIT Technology Purchasing Approval Form

INSTRUCTIONS

The Office of Information Technology (OIT) is responsible for reviewing, providing recommendations, and verifying compliance with technology acquisitions across campus. To ensure compliance with Virginia Information Technology Agency (VITA) and Procurement Services Policy No. 43-30, the completion and submission of this form must be approved by OIT prior to entering a requisition. If approved by OIT, this form along with all supporting documentation will be forwarded back to the end user or requestor. If denied, the end user or requestor will be notified directly by the Compliance Officer.

(Place a checkmark to ensure all steps are completed and the form is ready for processing)

- Complete and sign this form. (Both the Requestor and the Department Head must separately sign this form)
- Attach any applicable quote(s) to this form.
- Attach a sole source procurement approval request form (if necessary).
- Send this form to OIT prior to entering a requisition. (email purchaseIT@nsu.edu, fax to x2128, or campus mail)
- Upon receiving it back from OIT, send this form along with quote to Procurement Services (quotes@nsu.edu).

Describe what is being requested:

Who will provide technical support?

Is this a one-time purchase? Yes No If no, please provide 3 year estimate.

Provide 3 year estimated costs:

This is a renewal or a new purchase

Requestor:	_____	_____	_____
	Name	Signature	Date
Department Head:	_____	_____	_____
	Name	Signature	Date

OIT USE ONLY

		YES	NO
Is the application Cloud Hosted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OIT Security Officer _____ Signature _____	Date _____	APPROVED	<input type="checkbox"/> <input type="checkbox"/>
OIT Compliance Officer _____ Signature _____	Date _____	APPROVED	<input type="checkbox"/> <input type="checkbox"/>
Chief Information Officer _____ Signature _____	Date _____	APPROVED	<input type="checkbox"/> <input type="checkbox"/>
Will student data be provided? If yes, please forward form to the Office of the Registrar for approval.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
University Registrar _____ Signature _____	Date _____	APPROVED	<input type="checkbox"/> <input type="checkbox"/>

Brief reason for disapproval: