

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 and Sole Source Vendor Letter (if necessary).
- Submit this form to OIT for approval prior to entering a requisition. (email purchaseIT@nsu.edu)
- Submit approved form along with quote to Procurement Services (quotes@nsu.edu).

Describe what is being requested:

Who will provide technical support?

Equipment Purchase? Yes No If yes, please provide the total cost of purchase:

Yearly Subscription? Yes No If yes, please provide the yearly cost for subscription:

New Contract, Renewal or Maintenance? Yes No If yes, please provide 3 year estimate:

Requestor:	Name	Signature	Date
Department Head:	Name	Signature	Date

OIT USE ONLY

	YES	NO
Is this a SaaS application?	<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"/>
University Registrar _____ Signature	Date _____	APPROVED <input type="checkbox"/> <input type="checkbox"/>

Brief reason for disapproval: