NORFOLK STATE UNIVERSITY
We see the future in you.

Office Of Information Technology
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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: _____

Printer Purchase? ☐ Yes ☐ No If yes, please provide the total cost of purchase: _____

Note: Auxiliary Services must approve all printer purchases (excluding lab printers) before submitting this form to OIT.

Requestor: _____ (Name) _____ (Signature) _____ (Date)

Department Head: _____ (Name) _____ (Signature) _____ (Date)

OIT USE ONLY

			YES	NO
Is this a SaaS application?			☐	☐
OIT Security Officer	_____ Signature	Date _____	APPROVED ☐	☐
OIT Compliance Officer	_____ Signature	Date _____	APPROVED ☐	☐
Chief Information Officer	_____ Signature	Date _____	APPROVED ☐	☐

Is this a printer purchase? If yes, Please forward form to the Office of Auxiliary Services for approval.

Auxiliary Services	_____ Signature	Date _____	APPROVED ☐	☐

Brief reason for disapproval: _____