

Office Of Information Technology

700 Park Avenue, Norfolk, Virginia 23504-8060 Tel: (757) 823-2916, Fax: (757) 823-2128 Web: www.nsu.edu/OIT

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)

 \Box 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 <u>purchaseIT@nsu.edu</u>)

□ 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.

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Requestor:	Name	Signature	Date			
Department Head:		<u> </u>				
	Name	Signature	Date			
		OIT USE ONLY		YES	NO	ļ
Is this a SaaS application	?					
OIT Security Officer		Date	APPROVED			
	Signature		APPROVED			
OIT Compliance Officer	Signature	Date	AIT ROVED			
Chief Information Officer		Date	APPROVED			
	Signature					
Will student data be provided? If yes, please forward form to the Office of the Registrar for approval.						
University Registrar	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:						