

**Arkansas Tech University Hardware/Software Purchase Application**

This application must accompany all software or hardware purchase requests with the intent to be used and/or distributed to university owned devices for the purposes of administrating or educating the student population. Its purpose is to insure that the requested software or hardware meet all requirements necessary to be used successfully within our infrastructure and service capabilities and is within our legal and financial constraints. By completing this form you are acknowledging that you have done sufficient research to be assured that this software or hardware meets your functional needs.

**Requestor Information**

Name:		Bldg./Room:	
Phone:		Email:	
Department:			

**Complete this section for Software Purchases**

New Purchase:		Upgrade/Renewal:	
Vendor Name:		Software Version:	
Software Title:			
Purpose:			
How many computers ( <i>not including student labs</i> ) will use this software?		Which (if any) lab(s) will use this software?	
Is there a contract or agreement required to purchase this software?		Yes <input type="checkbox"/>	No <input type="checkbox"/> Uncertain <input type="checkbox"/>

**Complete this section for Hardware Purchases**

Type of Hardware (any equipment that may require networking or web services, installation or other technical assistance ex. Kiosk, desktop computer, copier, card swipes, projectors and smartboards)	
Will this equipment be used to process credit card transactions?	Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain <input type="checkbox"/>

**Vendor Contact Information**

Vendor Name:		Contact Name:	
Phone:			
Email:		Website:	
Price:		Yearly Maintenance or Subscription Fee:	
Desired method of payment:	Requisition/Purchase Order <input type="checkbox"/>	PCard <input type="checkbox"/>	A copy of this approved form must accompany your PCard log.
	Requisition Number: Requisition Number is required.		

*This portion to be used by Office of Information Systems and Purchasing Department only*

Comments:	

If your browser will not allow the submit button to function, please save and send this form to software@atu.edu.