

**Peru State College
Computer Hardware/Software Request form**

Submitter/Department: _____

Date: _____

Please describe the equipment and/or software you need purchased and the location for the installation (*please provide as much information as possible*):

Estimated cost for Hardware: _____

Estimated cost for Software: _____

Total Estimated Cost: _____

Budget code to user for this purchase: _____

Is this equipment going to replace equipment you currently have? _____

If so, what is to be the disposition of your current equipment?

.....
Approval of Dean or Director: _____ **Date:** _____

Approval of Area VP: _____ **Date:** _____

Director of Computer Services: _____ **Date:** _____

This form, with all signatures, must accompany any request for purchase being sent to the Business Office.