

Justification for IT related Equipment & Projects

All IT related purchases and projects should be approved by the DO, before a PO can be generated. To simplify and streamline processes, this template form has been developed. Kindly follow the template and email it to the IT Director at your respective college. Upon approval from the DO, the college will generate a PO which will then be issued to the vendor. Please plan ahead for grants and special projects.

Subject: (Please briefly state the nature of this purchase)

Justification: (Clearly state the need for this purchased and validated how this purchase will benefit the department, work efficiency and students at your respective college.)

Source of Fund: (State the source of funding for the project: Grant related request need to have the name of the Grant clearly mentioned and the timeline for the grant. If the project is being funded by the college capital funds or department budget, it should be clearly defined here. In the event of projects that require infrastructure work, please work with your business manager before submitting this request.)

Vendor: (Clearly state the vendor being used for the project and mention if the vendor is already in the system. Some projects may require approval from the legal department.)

Timeline for project completion: (Clearly state the expected timeline for completion of project)

Additional Comments: