



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

Inventory for Computer Equipment

The Vice President of Business Affairs has asked the Office of Information Technology Services (ITS) to determine if the planned purchase(s) are: 1) compatible with the University's network infrastructure and security requirements; 2) appropriate for the intended use; 3) can be maintained for optimal operation; and 4) classify/qualify whether the equipment can be included in the University's Computer Replacement Plan.

Completion of the following quick checklist form is necessary for applicable processing. It must be submitted as part of the Notification of Intent to Submit Request for External Funding process and may also be requested by ITS for approval of computing/networking technology purchases.

1. If the planned equipment purchase does not fit into the categories noted in paragraph #1 above, it is classified as Special Computer/Networking Equipment. Therefore, you must provide the following information in your approval request:
 - a. Equipment specifications
 - b. Justification of need
 - c. Maintenance plan
 - d. Expected life – timeframe when equipment will need to be replaced
 - e. Replacement plan indicating:
 1. How the equipment replacement and maintenance will be funded
 2. Valid departmental account with sufficient funds to provide 20% of the replacement costs each year

Notes:

1. Signatures required
2. Page 2 of 2 must be completed to provide information requirements

Signatures for Grant Related Processing:

Project Director/Principal Investigator

Information Technology Designee

Date

Date

Signatures for non-Grant Related Processing:

Purchase Requestor (End User)

Information Technology Designee

Date

Date

Quick Checklist

If the planned PC purchase does not fit into the categories noted in paragraph 1 on page 1, the planned purchase is classified as Special Computer Equipment. Therefore, you must provide the following information in your approval request:

A. Type of Equipment and Specifications (Attachments are acceptable)

B. Justification of Need

C. Maintenance Plan

D. Expected life (Timeframe when equipment will need to be replaced)

E1. Replacement Plan (How the equipment replacement will be funded)

E2. Department Account Number (Maintains sufficient funds for 20% of replacement costs each year)