

Technology Purchase Exception Request Form

(Please use File, Download As to save a version that can be edited; complete form, have user and department head sign, then attach to requisition quote)

Employee Information					
Date:	Department:	Employee Name:			
Job Title:		Campus Phone #:	Cell Phone #:		
Brand:					
Justification <small>(Please explain why University Policy standardized Storefront equipment is not acceptable.)</small>					
Funding Source					
Is this Grant funded? <input type="checkbox"/> YES <input type="checkbox"/> NO					
<u>Account</u>	<u>Fund</u>	<u>DeptID</u>	<u>Program</u>	<u>Class</u>	<u>Project</u>
Approvals					
<u>User Signature:</u>					
Printed Name			Signature	Date	
<u>Department Approval:</u>					
Printed name			Signature	Date	
<u>Technology Services Review:</u>					
Printed Name			Signature	Date	
<u>Vice President/Provost Approval:</u>					
Printed Name			Signature	Date	