



**JUSTIFICATION FOR PURCHASE OF:**

Computer Equipment     Software     Other

Requestor:

Site:

Room:

Item(s) Requested:

Item is: **New**  **Upgrade**  District Standard: **Yes**  **No**

Item will be used for    Year(s) or Less    Annual Recurring Costs:

Manufacturer:

Application Name:

Model Number:

Suggested Vendor:

Estimated Cost:

# Requested:

Justification: (must show why the item is needed and the impact if not obtained).

Statement of Work Needed:

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_____	_____	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
Site Administration	Date		
_____	_____	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
IT Director	Date		
_____	_____	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
District Administration	Date		