



This form is used to request computer equipment or software. **This form and procedure is not intended to replace normal budgeting process.** Use this form for small purchases to support needs identified during time periods outside of the budget cycle. To complete the procedure, use the following steps:

1. Fill out the top of the form with the name of the requesting MCC staff or faculty making the request.
2. Identify the item or items needed. Be specific as possible.
3. Describe in detail what the intended use or expected benefit is. This will help your department chair or manager in the decision making process.
3. Submit the partial form to OIT to assist with pricing if needed. OIT can help with determining the costs associated with the request. OIT will then return the form to you with pricing.
4. Work with your department chair or manager to determine the budget code to charge your purchase to. A budget code is required to process the request.
5. Collect approvals from your department chair/manager and vice president.
6. Submit the fully completed form to OIT for ordering.

To be filled out by the MCC employee requesting computer equipment or software.

Cost is necessary to submit this form. OIT will assist with finding pricing. Submit a partial form to OIT and they will return to the requesting party with pricing

Use this part of the form to explain to your department chair/manager and vice president what you will use the purchase for.

If there is any additional information OIT can provide to assist with the process it will be shown here.

Budgets are set during the budget process. Any purchase outside of the process requires a department code to charge to. Please use the full 13 digit account code to insure the form can be processed.

The request must have all approvals to process.

Muskegon Community College

Office of Information Technology
Computer Equipment/Software Request Form

Date: _____

Requested By: _____ Ext. _____ Needed by date: _____

Please provide the following information for your request. OIT can assist with any necessary pricing or quotes. Multiple forms can be used if more items are required.

Description	Quantity	Price Per Unit	Total Amount
TOTAL			

Proposed Use/Expected Benefit: _____

IT Staff Recommendations/Input (if received): _____

Thirteen digit department account number
(necessary for fulfillment that requires purchase) _____

Attach copies of any information that would be helpful in processing your request. Submit completed form with necessary approved signatures to Information Technology Department. **Thank you!**

Requestor Sign-off _____ Date _____

Chairperson/Manager Approval _____ Date _____

Vice President Approval _____ Date _____

OIT USE ONLY: _____ REFERENCE NUMBER: _____

