DoIT Procurement Technical Approval Request

Department Name:

Contact:

Requisition Number	Budget Account	Contract #	Vendor	Amount

1. This is: Hardware   Software   Services

   Is this a renewal?

2. Provide a detailed description of item(s) requested.

3. Describe the business need that is being addressed and include the consequences of this request being denied.

4. Which category best aligns this project?

   Maintenance   Replacement   Existing Project   New Project

5. If this procurement is in support of a new project, what is the estimated start date?

All information above is in compliance with all relevant Department of Information Technology, statues policies, and regulations. All backup documents must comply with the method of operations for the contract in use and must be provided with this request. DoIT reserves the right to request additional information if required after the initial review.

APPROVED   DENIED

Agency CISO (or designee)   _____   Date _____
*Electronic signatures are acceptable