

A&S
Computer Equipment & Software
Purchase Request Form

Please follow the steps below when ordering computer equipment and/or software funded by the Arts & Sciences Dean's Office:

Step 1) Contact Wendy Burchard, Information Services Procurement Coordinator, (wburchar@richmond.edu), to receive a quote for your equipment/software.

Step 2) Complete and forward this request form with your official quote to: Terri Weaver, A&S Director of Budgets and Operations, Boatwright Admin Bldg, or fax to 804-289-8188. If the attached quote is older than 30 days, a new quote is required.

Step 3) Approval confirmation from the A&S Dean's Office will be forwarded to Wendy Burchard confirming equipment and budget requests.

Order Request Section (This section to be filled out by the person requesting equipment and funding)

Name: _____

Department: _____

Item Description:

Computer Equipment Computer Software Other (Specify): _____

Specify Equipment/Software Utilization:

Classroom Research Other (Specify): _____

Requested Funding Source:

CPA Start-Up Funds A&S Dean's Equipment

Order Status:

NO CHANGES are requested with this order/Upon budget approval, place this order now.

I am requesting changes to this order (If changes are requested, purchaser must contact Wendy Burchard).

Total Estimated Cost: _____

Date of Request: _____

Approval Section (For A&S Office Use Only)

Date Approved: _____

Request Approved

Request Denied

Explanation/Additional Information: _____

A&S Director of Budgets and Operations: _____

Budget/Index-Account Code: _____