



**Tohono O'odham Community College**  
**Information Technology**  
**Hardware/Software Request Form**

**Requestor's Information**

Requestor's Name: \_\_\_\_\_ Job Title: \_\_\_\_\_ Division: \_\_\_\_\_

Requestor Justification for Purchase: \_\_\_\_\_

**Hardware/Software Requested**

(if applies to the request) Standard Computer Configuration for will be configured on the device.

**Additional Information for Hardware/Software:**

Desktop  Laptop  Docking Station  Printer  External Drive  Other  Explain:

Justification \_\_\_\_\_

**Software**

Description:

OS for Software Installation: \_\_\_\_\_

Requested by: \_\_\_\_\_

Technical Justification: \_\_\_\_\_

**Signatures**

(The supervisor's signature is required.)

Person responsible for equipment/license: \_\_\_\_\_

Division Dean Signature: \_\_\_\_\_

**For Information Technology Department Use Only**

(The signature is required.)

Accepted  Rejected

Justification for Decision: \_\_\_\_\_

TOCC IT Manager signature: \_\_\_\_\_

**Funding Source**

Grant  Description:

Fiscal Year: \_\_\_\_\_ Account Code: \_\_\_\_\_ Line Item: \_\_\_\_\_

Purchase Date: \_\_\_\_\_