| Please complete the entire form, otherwise, it will be delayed. Fields are expandable and include a description viewable in the status bar, or press F1. Email LUCompliance@lamar.edu for further assistance. All purchases are subject to University policies including but not limited to, Appropriate Use Data Classification, and Review for Accessibility. The requester is responsible to always protect the data from loss or misuse and to provide accommodation, as needed, to persons with disabilities. |
| --- |

| **Section 1: Department Information** | Provide department contact information. |
| --- | --- |
| **Requester:**       | **Phone:**       |
| **Department:**       | **Email:**       |
| **Dean/Director:**       |  |

| **Section 2: Product Information** | Provide the product, model, & usage.  |
| --- | --- |
| **Product Description:**      (Example: Computer, printer, flash drive, internal storage, software, etc.) | **Product Model/Version:**      (Example: HP Laserjet Pro M9990x, Dell 9020 MT, Microsoft Office 2013) |
| **Type of Purchase:** [ ]  New [ ]  RenewalWill this purchase replace an existing product? [ ]  Yes [ ]  No | **Number of Intended User(s):**Faculty/Staff**:**       Students:       Public:       |
| **Replacement info (if applicable):**      Existing product LU tag #:      Reason for replacement:       | **Purpose (Check all that apply):**[ ]  Administrative[ ]  Research [ ]  Classroom [ ]  Grant [ ]  Other (Explain):       |

| **Section 3: Vendor Information** | Provide vendor contact information. |
| --- | --- |
| **Vendor:**       | **Phone:**       |
| **Contact Name:**       | **Email:**       |

| **Section 4: Data Information** (What data is being entered and/or collected by this product? Check all that apply.) |
| --- |
| [ ]  Names [ ]  Presentation Materials [ ]  Social Security Numbers [ ]  Research Data [ ]  Medical Information[ ]  Grades [ ]  Computer Data Backup [ ]  Credit Card Information [ ]  LU ID numbers [ ]  Forms [ ]  Addresses [ ]  Downloaded Data from such systems as: Argos, Banner, etc.[ ]  Other (Explain):        |

| **Section 5: Data Storage** (Where will the data be stored? Check all that apply.) |
| --- |
| [ ]  Desktop [ ]  Laptop [ ]  Hosted/Cloud [ ]  LU Data Center [ ]  Department Server [ ]  Internal Storage [ ]  External Storage (Flash/USB drive, portable hard drive) [ ]  LU System (i.e. Banner, DegreeWorks, Millennium, etc.)[ ]  Other (Explain):       |

| **Section 6: Justification** (Explain in detail how this product will assist in the purpose of your job.) |
| --- |
| **Why is the purchase needed?**       |
| **Is product from IT Recommended list:** [ ]  Yes [ ]  No**If not, why?**       |

| **Section 7: Support** (Describe the support needed from Information Technology.) |
| --- |
| **Will you need IT support for installation or implementation?** [ ]  No [ ]  Yes **Describe**:      |

| **For Information Technology Use Only** |  |
| --- | --- |
| **Manufacturer**:       | **Project Name**:       |
| **Agreement execution required**: [ ]  Yes [ ]  No | **Project lead**:       |
| **Maintenance/Support Included with Purchase**:[ ]  1 yr [ ]  2 yrs [ ]  3 yrs [ ]  N/A | **Continued Maintenance Required**: [ ]  Yes [ ]  No |