

Montana State University Procurement Justification Form for Data Processing Equipment and Software (DPES form)

If a Department chooses to purchase computer related items totaling over \$500.00 on a single purchase from a source other than the ITC Computer Store this form must: 1) Be completed by the Department and approved by ITC prior to that technology related purchase and 2) Accompany the requisition or BPA submitted for payment.

Date: _____ Department: _____ Contact Person: _____ Phone: _____

Proposed Vendor or Distributor: _____ Product Cost: _____ Freight Cost: _____ Total cost: _____

Please attach vendor's quote if available.

Index #: _____ Departmental person to whom this form should be returned: _____

Return via (check one): fax _____ (Fax number _____) pick up at ITC Store _____ mail _____ e-mail _____

Mailing Address: _____ e-mail address: _____

Hardware Definition and Specifications:

Brand: _____ Description: _____ Manufacturer's Model Number: _____

Warranty Period: _____ Circle warranty parameters: 1. On Site 2. Return to Manufacturer 3. Parts only 4. Labor only 5. Parts and labor

List any special warranty considerations: _____

Anticipated annual maintenance costs: _____

List equipment or product specifications and operating system requirements (or attach manufacturer's specification sheet):

Compatibility & Communication Requirements:

Will this product be connected to the MSU network? Yes _____ No _____ Will this device need an IP Address? _____

Building and Room in which this device will be located: _____

List any special compatibility requirements:

Installation: By whom will this system be installed? _____

Maintenance: By whom will this system be maintained? _____

Justification of Procurement:

Briefly justify your request for authorization to purchase computer related products outside of the standard campus channel (ITC Computer Store).

Department Signatures and Approvals:

Authorized signature _____ Date _____

Montana State University Information Technology Center Support Review

ITC COMPUTER STORE *for ITC use only*

____ Product available from ITC Computer Store ITC Computer Store price _____

____ Comparable product available from Store Quote attached by ITC: *yes* *no*

Comments:

For more information on products available through the ITC Computer Store, please call x2900.

ITC SUPPORT FOR THIS PRODUCT *for ITC use only*

HARDWARE SUPPORT: _____ Extensive expertise _____ Limited expertise _____ No expertise

Comments:

SOFTWARE SUPPORT: _____ Extensive expertise _____ Limited expertise _____ No expertise

Comments:

NETWORK SUPPORT: _____ Extensive expertise _____ Limited expertise _____ No expertise

Comments:

OTHER SUPPORT: (specify) _____

_____ Extensive expertise _____ Limited expertise _____ No expertise

Comments:

APPROVALS AND SIGNATURES: (required on all)

Signature _____ Date _____ Signature _____ Date _____

Product Specialist

ITC Associate Director

DEPARTMENTAL RESPONSE TO INFORMATION TECHNOLOGY CENTER COMMENTS : (to be signed after ITC review)

Signature _____ Date _____

Department Head