



# Solano Community College District

## Information Technology Request Form

**NOTE: This form must be submitted to purchasing along with the Requisition**

Originator: \_\_\_\_\_ Date: \_\_\_\_\_

Laptop Computer

Desktop Computer

Printer

Software

Other

Brief Description: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### *Budget Code*

FUND	ORG	ACCOUNT	PROGRAM
_____	_____	_____	_____

Budget Manager: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Signature or Printed Name required recommending approval)

**Note:** *Click Submit to Email Form to Helpdesk for Technology Review.  
 Email must be from the First Level Manager for proper processing.*

### Technology Review

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Manager Technology Support: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Signature)

### Purchasing Information

Requisition #: \_\_\_\_\_

PO #: \_\_\_\_\_