



**URGENT Requests Require Division AVP/VP Approval:** \_\_\_\_\_

AVP, Academics  
 AVP, Business

VP, Advancement  
 Capt, TSGB

# IT COMMODITY Requisition

CHANGE ORDER

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

V  
E  
N  
D  
O  
R

Name and Address: \_\_\_\_\_  
 \_\_\_\_\_  
**Project Contact:** \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

Date Requested: \_\_\_\_\_  
 Originator: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

**Payment Terms:**

- In Arrears \_\_\_\_\_
- Schedule of Payments - detailed breakdown attached
- Advance - justification attached

**CMA Fixed Asset Contact:** \_\_\_\_\_

**Equipment Info:**

- Detailed Specifications
- Sensitive Item
- Instructional Equipment

Procurement Office Use Only	
Date Received:	_____
Vendor #:	_____ <input type="checkbox"/> 204 Form
PO #:	_____

**Freight/Pick up:**

- CMA Personnel to Pick Up Item(s)
- Vendor to Pay Freight
- CMA to Pay Freight

LINE #	CATEGORY	QUANTITY	UNIT	DESCRIPTION	No Tax	UNIT PRICE	EXTENSION

Warranty (if applicable): Attach required IT and Accessibility Documentation Commodity Requisition <b>\$50,000 - \$200,000:</b> 3 Quotes Attached <input type="checkbox"/> Commodity Requisition <b>Over \$500,000:</b> <input type="radio"/> Yes <input type="radio"/> No If yes, <b>Bid Specs for Commodities at 50K+</b> <input type="checkbox"/>	<b>Sub-Total</b> Discount Sales Tax (9.25%) Shipping <b>TOTAL</b>
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Line #	Account	Fund	Dept ID	Class	Split		Accounting Approval	
					%	\$ Amount	Initials	Date

**REQUIRED FOR ALL REQUISITIONS:**

*I certify that the goods & services requested are necessary for the operation of the department, that there are sufficient funds to cover the expense, and that I am authorized to approve such expenses.*

X \_\_\_\_\_  
**Authorized Dept/Unit Head Signature**

X \_\_\_\_\_  
**VP Approval (as needed)**

X

**IT Approval**