| 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](mailto: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  Renewal  Will 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 |