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|  | ICTC Procurement Form |
| Information Communications Technology Center  Computing Services | Hardware/Software Procurement For Projects Under Deanship Of Scientific Research |
| Phone 03 8603911 Fax 03 8603966 | Date: |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Project Title |  | | | ITC Change Order Number |  |
| Project Manager |  | | | Budget Center |  |
| Office Room # |  | Phone (O): |  | Employee ID |  |
| Department |  | | | Project Code |  |
|  | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Hardware/Software Description | Quantity | Budgeted Amount |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total Amount Due | | |  |
|  | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | | | |
| Research Committee Approval Date |  | | ITC Change Order Date | |  |
| Project Start Date |  | | Project End Date | |  |
| Expected Delivery Date/Comments |  | | Actual Delivery Date/ Comments | |  |
| Signatures & Official Seal | | | | | |
| Project Manager | | Asst. Dean of Research | | Computing Services, ITC | |
|  | |  | |  | |
| **Note: Proponents are instructed to apply early, and allow up to three months for processing of request. Procurement of Special &/or International items May take more time. This form must be accompanied by the DSR computing equipment justification form.** | | | | | |

**Computing Equipment Justification Form**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Project Type: |  | | | | | | |
| 1. Project Title: |  | | | | | | |
| 1. Project Number: |  | | | | | | |
| 1. Name of Principal Investigator |  | | | | | | |
| 1. Name(S) Of Co-Investigator(S): |  | | | | | | |
| 1. Status and Conditions of Available Equipment: (Since the last 5 years) | | | | | | | |
| * 1. PC Type And Its Technical Specifications | | | | | | | |
| Year | | Type | | Specification | | Tag # | |
| * 1. Printer Type, Scanner And Their Technical Specifications | | | | | | | |
| Year | | Type | | Specification | | Tag # | |
| 1. Type of Request | | | | | | | |
| * 1. NEW Desktop/Laptop & Quantity | | |  | | | | |
| Technical Specifications: | | | | | | | |
| Justifications: | | | | | | | |
| * 1. Upgrade Existing PC/S | | |  | | | | |
| Technical Specifications: | | | | | | | |
| Justifications: | | | | | | | |
| * 1. Printer(s) – Scanner(s) and Quantity | | |  | | | | |
| Technical Specifications: | | | | | | | |
| Justifications: | | | | | | | |
| Signature of Principal Investigator | |  | | | Date | |  |
| Chairman’s Input | |  | | | | | |
| Signature of Chairman | |  | | | | | |
| Note: Any new equipment provided by ITC will be a replacement of the older item, if any. ITC provides only one item type per faculty. | | | | | | | |