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| --- | --- |
|  | ICTC Procurement Form  |
| Information Communications Technology CenterComputing 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. |