

## Information Technology Services - Digital Signage Requisition Form

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Department: \_\_\_\_\_ Extension: \_\_\_\_\_

### Description of Hardware Items to be Purchased

**Remember to attach ITS quotes/quotes to this form**

*(Digital Signage installations generally require an ITS approved player PC, LCD screen, digital signage extender [transceiver], and mount.)*

### Purchase Approval

I authorize ITS to charge account number: \_\_\_\_\_

up to the amount of \$ \_\_\_\_\_ plus tax and shipping as necessary, for the items listed above.

**Purchase Approval - Account Administrator**

\_\_\_\_\_  
Print Name Signature Date

### Description of Installation Items to be Purchased

**Remember to attach CFS quotes/quotes/estimates to this form**

*(Installations generally require Central Facilities Services Department to mount devices and if necessary draw new power or conduit.)*

### Installation Approval

I authorize ITS to charge account number: \_\_\_\_\_

up to the amount of \$ \_\_\_\_\_ to subcontract on my department's behalf for the services listed above.

**Installation Approval - Account Administrator**

\_\_\_\_\_  
Print Name Signature Date

### Account/Fund Verification and Approval

**Account/Fund Verification - Treasurer's Office**

\_\_\_\_\_  
Print Name Signature Date

Completed forms should be submitted to:

ITS Digital Signage Requisitions  
Instructional Technology and Client Services  
Roberts South, Room 12



## Information Technology Services - Digital Signage Requisition Form

**Completed by ITS**

### ITS Approval

\_\_\_\_\_

*Print Name*

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Date*

Ordered By	Vendor	Date Ordered	PO#