



Office of Information Services IT Purchase Request Form

This form must be completed for all hardware and software purchase requests. Email the form to Request, COMPUTER (CREQUEST@DHS.STATE.OR.US). All requests for approval for hardware and software purchases will be handled in the order received.

Date Submitted / /	Manager Approval (Approving Manager E-mail approval to Request, Computer)
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Requestor Name:	Phone Number: () ext.
Division / Agency:	Section:

Ship to: DHS -	Contact:	Phone Number: () ext.
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Street Address 1:

Street Address 2:	City/State: /	Zip:
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Index:	PCA:	For Cluster funded items	Check if an Accommodation purchase: <input type="checkbox"/>
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System User Not DHS Employee Please complete 0785 Form. Contact Information Security Office with Questions.

Requested Hardware or Software (Description):	Quantity

Please list specific business requirements for the request (Include criteria that must be met by hardware/software.)

Please provide any other information you believe is relevant to the request.

OIS INTERNAL USE ONLY		
Date Received	/ /	ITAM Request Number
Date Received	/ /	Exception Request Number