



# DoIT Procurement Technical Approval Request

Department Name:

Contact:

- |  | Requisition # | Budget Account | Contract # | Vendor           | Amount      |
|--|---------------|----------------|------------|------------------|-------------|
| 1. This is:  |               | Hardware       |            | Software         | Services    |
| Is this a renewal?   |               |                |            |                  |             |
| 2. Provide a detailed description of item(s) requested.  |               |                |            |                  |             |
| 3. Describe the business need that is being addressed and include the consequences of this request being denied. |               |                |            |                  |             |
| 4. Which category best aligns this project?  |               |                |            |                  |             |
|  | Maintenance   | Replacement    |            | Existing Project | New Project |
| 5. If this procurement is in support of a new project, what is the estimated start date?                         |               |                |            |                  |             |

All information above is in compliance with all relevant Department of Information Technology, statues policies, and regulations. All backup documents must comply with the method of operations for the contract in use and must be provided with this request. DoIT reserves the right to request additional information if required after the initial review.

APPROVED

DENIED

Agency CISO (or designee) \_\_\_\_\_ Date \_\_\_\_\_  
\*Electronic signatures are acceptable