

**A&S**  
**Computer Equipment & Software**  
**Purchase Request Form**

Please follow the steps below when ordering computer equipment and/or software funded by the School of Arts & Sciences:

**Step 1)** Contact Stephanie Charles, Information Services Procurement Coordinator, ([scharles@richmond.edu](mailto:scharles@richmond.edu)), to receive a quote for your equipment/software.

**Step 2)** Complete and forward this request form with your official quote to: A&S Dean's Office, Boatwright Library Admin Wing. If the attached quote is older than 30 days, a new quote is required.

**Step 3)** Approval confirmation from the A&S Dean's Office will be forwarded to Stephanie Charles.

**Order Request Section:** (This section is to be filled out by the person requesting the equipment/software.)

**Name:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Item Description:**

Computer Equipment     Computer Software     Other (Specify): \_\_\_\_\_

**Specify Equipment/Software Utilization:**

Classroom                       Research                       Other (Specify): \_\_\_\_\_

**Requested Funding Source:**

Start-up A1 Index     FDA (Faculty Development Account) A1 Index

**Order Status:**

**NO CHANGES** are requested with this order. Upon budget approval, place this order now.

I am requesting changes to this order (if changes are requested, purchaser must contact Stephanie Charles).

**Total Estimated Cost:** \_\_\_\_\_

**Date of Request:** \_\_\_\_\_

**Approval Section:** (For A&S Dean's Office Use)

**Date Approved:** \_\_\_\_\_

Request Approved

Request Denied

Explanation/Additional Information: \_\_\_\_\_

A&S Dean's Office Approval: \_\_\_\_\_

Index-Account Code: \_\_\_\_\_