

Title III Technology Request

To obtain approval for purchasing items such as iPads, desktop laptops, or any other technological item that requires a Tennessee State University Asset Tag, it is necessary to complete the following form. This requirement applies to all purchases of such items, ensuring proper tracking and management of university assets.

For each item description type, a separate form must be completed.

Name:

Email:

Extension:

Justification for Purchase:

Item Description (ex. Desktop, iPad, tablet, etc.):

Quantity of items being purchased on purchase requisition:

Funding Source (FOAP) (ex. XXXXXX-XXXXXX-XXXXXX-XXX):

Location purchased item will be housed (Building & Room #):

Who will be the primary user of the purchased item?:

(Proper Name, ex. John Doe, if items are for labs, please list person responsible)

Purchase Requisition #:

After receipt of purchased item (s), submit TSU tag # and purchase order # to dhodges@tnstate.edu. Failure to submit will affect future purchases.

I agree

I do not agree

Completing this form is mandatory to obtain approval for purchasing the aforementioned items. This requirement ensures that the university maintains a comprehensive record of all assets and facilitates the proper management and tracking of said items. By adhering to this process, Tennessee State University can effectively monitor and oversee the acquisition and utilization of technological assets.

Approval for this request and future requests will be determined upon review. Thank you!