

## Request for Procurement for Information Technology Hardware/Software Not on Pre-Approved List

### COUNTY OF PULASKI, INDIANA

(Section 1 to be completed by Department Head/Elected Official)

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

Date: \_\_\_\_\_

\_\_\_\_\_

*Detailed Description of Item being Requested:*

*Estimated Purchase Price:*


*(attach any relevant information on the items being requested)*

*Detailed Reason for Procurement:* \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*Department Budget Fund Number:* \_\_\_\_\_

*Allocated Amount for Purchase:* \_\_\_\_\_

\_\_\_\_\_  
*Department Head/Elected Official Signature*

.....  
 (Section 2 to be Completed by Information Technology Consultant)

\_\_\_\_\_ *IT Consultant has reviewed the procurement request and finds no issues with security compatibility with the Pulaski County IT system and approves the procurement and implementation.*

\_\_\_\_\_ *IT Consultant has some concerns with the procurement request and will meet with the Department Head/Elected Official to discuss.*

\_\_\_\_\_ *IT Consultant and Department Head/Elected Official cannot resolve the security or compatibility issues and needs a meeting with the Pulaski County Commissioners to resolve the issue.*