

REQUEST FOR PURCHASE OF I.S. COMPUTER & COMMUNICATIONS EQUIPMENT/SOFTWARE

For F&A Use Only			
Department/Section		Budget Y/N	
Requesters Name		Budget Amount	
Date		Spend YTD (including this)	
Request Total		Remainder	
Delivered		Local Reference	

REQUEST SUMMARY	
CURRENT EQUIPMENT REPLACED	
DETAILED JUSTIFICATION	
ALTERNATIVE OPTIONS	
IMPACT IF NOT APPROVED	
BENEFITS	
TRAINING REQUIREMENTS	

REQUESTER		SIGNATURE:	
AUTHORISED		SIGNATURE:	
I.S. MANAGER	Tom Blennerhassett	SIGNATURE:	
F&A MANAGER	Cillian MacDomhnaill	SIGNATURE:	