

## Approval form for faculty making technology purchases using Professional Development Funds (PDF)

For faculty purchasing computer equipment, software and related technology items from the Marist Computer Store, this form must be completed in its entirety before items can be ordered or purchased.

All purchases must be itemized with their price. Account number for the PDF must be provided. Your Dean must sign-off on this completed form. If you plan to use an Apple/Mac computer approval-to-purchase must be given by the Marist Chief Technology Officer.

For official pricing, e-mail the details of your request to: compstore@marist.edu

Name:	PDF Account Number:		
Item Description			Price
	Imaging Fee*		\$
Total to be charget * applicable when purchasing a computer	ged to PDF account		\$
School or Department:			
Name of Dean:			
Dean Signature:		Date:	
OI am <b>not</b> purchasing Apple/Mac comp OI am purchasing Apple/Mac computer			
Approved by Chief Technology Office	er		

White copy - Computer Store Yellow copy - Dean's Office