MARIST

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 charged to PDF account	$

* applicable when purchasing a computer

School or Department: _____

Name of Dean: _____

Dean Signature: _____ Date: _____

O I am **not** purchasing Apple/Mac computer equipment
O I am purchasing Apple/Mac computer equipment.

_____
Approved by Chief Technology Officer

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