

All computer and audio visual related equipment that has a per unit cost up to \$4,999 must conform to KSC standards and be approved by the IT Group via two (2) copies of the FORM D before we can process a purchase order. For this category, the FORM D does not require vice-president or presidential signature.

All equipment items between \$5,000 and \$9,999 require a FORM D signed by the acquiring department and the vice president. All equipment items over \$10,000 require a FORM D signed by the acquiring department, the vice president, and the president. If any item is a computer or AV item, IT Group approval is also required.

KEENE STATE COLLEGE
EQUIPMENT ACQUISITION FORM D

Department/Division: _____ Account Number: _____

Location of Equipment: _____ Estimated Cost: _____

Description of Equipment: _____

Total Requested: _____ \$ _____

Budget Manager: _____

IT Group Approval: _____ (For technology equipment including: computers, networking, telephony or media)

Vice-President Approval for equipment \$5,000 & up _____

President Approval for equipment \$10,000 & up _____

For Purchasing Use Only:

Date Purchasing Received Form: _____ Date Purchase Order Was Processed: _____

<u>Vendor(s)</u>	<u>PO Number</u>	<u>Total Order</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____