

**PSU Technology Purchases
Consultation Worksheet**

ORDER INFORMATION

Requester: _____ Department: _____

Request (Hardware, Software): _____

Upgrade/replacement OR New device

QUOTE INFORMATION (E-quotes are valid for 30 days)

Vendor : _____ Equote Date : _____ Equote # _____

Equote \$: _____ Disposal \$: _____ Total \$: _____

Vendor : _____ Equote Date : _____ Equote # _____

Equote \$: _____ Disposal \$: _____ Total \$: _____

Vendor : _____ Equote Date : _____ Equote # _____

Equote \$: _____ Disposal \$: _____ Total \$: _____

TOTAL AMOUNT QUOTED: _____

APPROVAL & BILLING INFORMATION

FOAPAL to charge: _____ Amount: _____

FOAPAL to charge: _____ Amount: _____

Department Approval: _____ Date: _____

**Once Department Budget Approval is granted, please forward this form with attached E-quotes to
MSC#28, Attention Tech-orders.**

PURCHASING INFORMATION

Vendor Used: _____ Date Placed: _____

Order # _____ Order Identifier: _____

Order Processed by: _____