Computer Purchase Request

Purchasing of all Medical School computers must be approved by the Medical School Office of Information Technology (MSIT). Computers may be purchased only if they are:

1. funded from an active research grant, or
2. to be used as dedicated research or special task-oriented computers.

(For more information about identifying qualifying computers, see Criteria for Identification of Research and Specialized Computers.)

To purchase a computer that meets the above criteria, please submit the following information.

Before submitting your request, please submit to your departmental administrator for approval and forward the approval, along with the request form to Amy.Jones@uth.tmc.edu

- Name of Principal Investigator

- Medical School Department

- Name of Departmental Administrator Approving Request

- Purchase Cost

- Funding Source for Purchase

- FMS Chart String

- Name of Information Technology Support Steward

- Will funds be available over the next 36 months for technical, hardware and software support (Yes/No)

- Explain why the proposed system is a "Research" or Specialized" Computer

- Please attach an official quote from the vendor containing the cost and the specifications of the computer

*Please allow up to 5 days for approvals/denials.