

## JUSTIFICATION FOR EQUIPMENT/SERVICE CONTRACT PURCHASES

Effective December 12, 2008, Executive Branch agencies, *excluding* the Iowa Department of Transportation (DOT) and Regents, are prohibited from purchasing equipment valued over \$25,000 and entering into service (consulting) contracts over \$25,000, unless prior approval is received from the Iowa Department of Management. This applies to general, federal, and other funded purchases/service contracts.

Equipment includes purchases classified in object code 501 (equipment), 502 (office equipment), 503 (equipment, non-inventory), or 510 (IT equipment and new software, not a renewal of an existing software license). Examples of equipment include, *but are not limited to*, copiers, computers, servers, and office furniture. Service (consulting) contracts may be included in 405 (prof & scientific services), 406 (outside services), 409 (outside repairs/services), or 418 (IT outside services).

**Please submit the completed form to the State Chief Information Officer (CIO), if applicable, and your agency's fiscal & policy analyst at the Department of Management. Attach additional documentation if necessary. You will be notified by DOM if your purchase/service contract has been approved, or the reason why it was not approved.**

### TO BE COMPLETED BY REQUESTING AGENCY:

Agency: \_\_\_\_\_

Submitted By: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Description of Equipment/Service: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cost of Equipment/Service: \_\_\_\_\_

Source of Funds: \_\_\_\_\_

Contract # or RFP # (if applicable): \_\_\_\_\_

Please explain the need for this purchase: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requestor's signature \_\_\_\_\_

\_\_\_\_\_ Date

Requesting Department Director Signature \_\_\_\_\_

\_\_\_\_\_ Date

**\*\*\*\*\*REVIEW AND APPROVALS\*\*\*\*\***

Chief Information Officer Signature: \_\_\_\_\_  
(For I.T. purchases/services only)

Date: \_\_\_\_\_

Dept of Management Director Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Recommendation:

Approved

Rejected (State reason below)

\_\_\_\_\_