



Information Technology Department

Workstation Purchase Exception Form

Instructions:

If you want to purchase with University funds a workstation that is listed on the Approved Workstation List (computerpurchase.tamucc.edu), you do not need to fill out this form. Fill out this form only if you wish to purchase a workstation not listed on the Approved Workstation List. Fill out the section entitled "To Be Filled Out By the Requestor" and include the form when you submit your purchase order to Purchasing. For questions, please call Technical Support Services at x7539.

TO BE FILLED OUT BY THE REQUESTOR	
I request exceptions for the following workstation(s)	
Quantity:	
Description (make, model, etc.):	
Does the requested workstation have a TPM chip?	
What operating system will be installed on the workstations?	
What kind of warranty will the workstations have? (e.g., 1, 2, or 3 year?)	
Rationale for the exemption:	
Print Name and Date:	
Title and Department:	
Signature:	

TO BE FILLED OUT BY TSS	
Approved for purchase?	
TSS will support these workstations?	
Explanation:	
Print Name and Date:	
Title and Department:	
Signature:	
Requisition Number:	

Form Owner: TSS

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