

College of Media Request for Purchase or Service Funding

Advanced approval from Media Tech is required prior to making any IT related purchase of an individual item over \$2,500, securing any Software Purchase, or Electronic Services. No reimbursements or payments involving university funding can be made without a completed Software Purchases or Electronic Services request on file. ***Attach addition information as needed**

Requestor:

Date:

Account Name (source of funds):

Account Number (C-FOP):

This request for funding is for:

***All services must be paid for with POs and/or contracts,** which are to be issued to vendors **before** they begin their work (in order for their work to be conforming with UI Purchasing rules and state laws). A vendor quote or memo of understanding must be provided for the business office to send to UI Purchasing office for a contract to be signed and/or PO issued. If available, a vendor's terms and conditions or similar documentation must be provided as well.

***For services over \$10,000,** two additional competitive quotes from other vendors must be provided to send to the Purchasing office. If this is not possible, provide an explanation for the Purchasing office.

Provide a Business Purpose for Purchasing. Why will this be of value to UI?

Banner Vendor ID (if known):

Vendor Name:

Vendor Contact Name:

Vendor Email:

Items or Services to be purchased:

Service Begin Date (if applicable):

Service End Date (if applicable):

List any associated costs (If you will be paying a gratuity/tip (ex.: for catering, bus driver etc.) make sure that it is listed on your vendor's quote, so it can be included on the PO):

Shipping Costs** (if applicable): \$

**If shipping must be paid for your order, make sure it is on your vendor's quote, so it can be included on the PO.

Total Requested: \$

Are you an IL Public Media Employee

Yes

No

Requestor's Signature:

Funding/Reimbursement Authorization

Approved By:

Department/Unit Head

Approved By:

Dean of College/Dean's Designee

Sign and save the form. Request signatures via [UIUC Adobe Sign](#) to your Department/Unit Head and the College of Media Business Office (mediabusiness@illinois.edu) for their signatures. Digital signatures and dates can be used. You will receive a copy when all three signature lines are signed. **Attach a copy of your fully signed RFF to your Chrome River Report.**