



TECHNOLOGY PURCHASE AUTHORIZATION

\$100 OR MORE

Any IT purchase related to hardware and/or software over \$100 must be verified and approved by Kevin Saunders, Computer Services Department (saunderk@newpaltz.edu).

Employee Name _____
Last First MI Suffix Title

Department _____

Item to be Purchased _____

Cost of Item \$ _____

Reason For Purchase

Employee's Signature _____ Date _____

E-mail _____ Work Phone _____

Kevin Saunders' Signature _____ Date _____