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|  | State of AlabamaOffice of Information Technology |

## OIT Form 235F1: Request for Off-Contract IT Purchase

Instructions: This form must be filled out and submitted to the Office of Information Technology (OIT) for all off-contract purchase requests for Information Technology-related products and/or services for any purchase that could be directly connected to any IT network used by the state. Submit completed form via email to: [InfoOIT@governor.alabama.gov](mailto:InfoOIT@governor.alabama.gov).

The use of this form is governed by OIT Policy 235: Off-Contract Information Technology Purchases.

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| Agency Information |
| |  |  |  |  | | --- | --- | --- | --- | | Agency Name: | Click here to enter text. | Date: | Click here to enter text. | |
| |  |  |  |  | | --- | --- | --- | --- | | Agency Point of Contact: | Click here to enter text. | Phone: | Click here to enter text. | |
| |  |  | | --- | --- | | Agency POC Email: | Click here to enter text. | |
|  |
| Item and Vendor Information |
| |  |  | | --- | --- | | Item Name: | Click here to enter text. | |
| |  |  | | --- | --- | | Item Description: | Click here to enter text. | |
| |  |  |  |  | | --- | --- | --- | --- | | Contract Price: | Click here to enter text. | Off-Contract Price: | Click here to enter text. | |
| |  |  | | --- | --- | | Vendor Name: | Click here to enter text. | |
| Purpose of this item: |
| Click here to enter text. |
| Description of how this item will be connected to an IT network used by the state: |
| Click here to enter text. |
| Approval*(To be completed by the Office of Information Technology)* |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Approval: |  | Approved |  | Disapproved | |
| |  |  | | --- | --- | |  |  | | Secretary of IT Signature | Date | |