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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.

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

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| Agency Information |
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| Agency Name: | Click here to enter text. |  Date: | Click here to enter text. |

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| Agency Point of Contact: | Click here to enter text. |  Phone: | Click here to enter text. |

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| Agency POC Email: | Click here to enter text. |

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| Item and Vendor Information |
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| Item Name: | Click here to enter text. |

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| Item Description: | Click here to enter text. |

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| Contract Price: | Click here to enter text. |  Off-Contract Price: | Click here to enter text.  |

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| Vendor Name: | Click here to enter text. |

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| 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)* |
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| Approval: |[ ]  Approved |[ ]  Disapproved |

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| Secretary of IT Signature | Date |

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